

ARTS FORT WORTH

Job Title: Director of Finance
Reports to: Executive Director & President
FLSA Status: Exempt
Salary Range: \$65,000 to \$95,000

DIRECTOR OF FINANCE JOB INTRODUCTION

Have you ever felt completely transported by a song, choreography, a poem, a painting? Do you love to help people solve problems, decipher the stories waiting in data, and build organized systems to empower your team?

You should join the team at Arts Fort Worth.

Arts Fort Worth is a nonprofit organization that was formed in 1963 as the Arts Council of Fort Worth to provide funding and leadership that nurtures, supports and promotes the arts throughout the Fort Worth community. Today, Arts Fort Worth is committed to challenging systemic and historic barriers by building a platform where everyone in Fort Worth has an opportunity to express and see their experiences reflected in the arts. Recently celebrating 60 years of service, the organization is poised for strategic growth and seeks a finance professional with a strong passion for community and nonprofit leadership to help steer Arts Fort Worth in exploring new ways of empowering North Texas residents.

The Director of Finance is an important part of the senior leadership team at Arts Fort Worth, reporting directly to the Executive Director & President. Together, this leadership team is responsible for two nonprofit entities with a combined total of 24 employees and an annual budget of \$3 million. The Director of Finance maintains and oversees the organization's accounting and finance operations, represents the company to the board of directors and key stakeholders, and serves as staff liaison to the organization's third-party human resource provider, information technologies provider, and general liability insurance broker.

Arts Fort Worth will invest in the continuing education and professional growth of the Director of Finance and the top candidate will be a self-motivated, service-focused team player. Arts Fort Worth is committed to building a team that represents the diverse experiences, cultures, and abilities of North Texas residents and all interested candidates are encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Full Charge Bookkeeping

Provide full charge bookkeeping using accrual and fund accounting, including the following:

- Maintain the general ledger.
- Code invoices, set up new accounts, reconcile accounts, and close the monthly books.
- Reconcile bank accounts at least monthly, verify deposits, and address inquiries from banks.
- Reconcile customer accounts and manage accounts receivable collections.
- Verify payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Manage organizational cash flow reporting and forecasting.

- Prepare periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Analyze and present financial reports in an accurate and timely manner and clearly communicate monthly and annual financial statements.
- Coordinate the annual audit process: work with a third-party auditor and the finance committee of the board of directors; assess and implement any changes advised by auditors.
- Oversee and lead annual budgeting and planning processes in collaboration with the President and leadership team; administer and review all financial plans and budgets; monitor progress and changes.
- Effectively communicate and present critical financial matters to the staff and Board of Directors.

Leadership and Management

Provide critical guidance and support to the leadership of Arts Fort Worth:

- Update and implement all necessary business policies and accounting practices; regularly improving the finance department's overall policy and procedure documents.
- Manage a segment of the organization's three-year strategic plan in coordination with the staff leadership team.
- Participate fully in regular staff leadership meetings, board meetings and finance committee meetings.
- Collaborate with the organization's professional employer organization (PEO) partner to ensure all human resource and payroll operations and records are effective, timely, and compliant.
- Act as staff liaison with the company's information technology provider to ensure the organization's technology systems are up-to-date, secure, and cost-effective.
- Act as staff liaison with the company's general liability insurance broker.
- Serve as staff liaison to the board of directors' finance committee.
- Manage general supply inventory for the office.
- Perform other related duties as assigned.

POSITION QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or relevant field, and/or an equivalent certification with at least 2 years of experience in full charge bookkeeping.
- Excellent communication skills, with an ability to simplify complex subjects.
- Excellent interpersonal skills and a collaborative management style.
- Excellent computer skills, including experience in Microsoft 365 applications and QuickBooks Online or similar accounting software.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Knowledge and experience in nonprofit accounting preferred.
- Knowledge of nonprofit corporation tax and compliance requirements preferred.
- Knowledge and experience in organizational effectiveness and operations management.
- Demonstrated experience developing and overseeing budgets.
- A demonstrated commitment to high professional and ethical standards.
- Comfortable operating in a fast-paced, community-focused environment, staying organized and meeting deadlines under pressure.
- Passion for service through nonprofit organizations and a genuine interest in the mission of Arts Fort Worth.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting and/or standing at a desk, working on a computer and using a phone.
- Must be able to lift up to 15 pounds at times.

ADDITIONAL INFORMATION

Top candidates will be asked to complete a skill assessment.

Annual salary range for this fulltime, exempt position is \$65,000 to \$95,000, commensurate with experience, in addition to a benefit package that includes medical, dental, vision, short and long-term disability, and life insurance; an employer-matched 401(k) plan; continuing education reimbursement; and generous vacation, sick, and holiday paid time off.

Arts Fort Worth welcomes both local applicants and those from outside of North Texas.

To apply, please submit a cover letter and resume to HR@artsfortworth.org.