

## ArtsWestchester

### Director of Finance and Operations

Level:	Senior Management
Reports to:	CEO
Schedule:	Full time, hybrid with at least four days a week in office
Salary:	\$120,000 - \$135,000*

### Position

ArtsWestchester seeks an experienced and dynamic Director of Finance and Operations to be a strategic thought-partner and report to the Chief Executive Officer (CEO). The successful candidate will be a hands-on and participative manager. They will lead and develop an internal team to support the following areas: finance (business planning and budgeting), human resources, compliance, and facilities operations. The Director of Finance and Operations will oversee an existing team of four full-time employees, plus payroll and IT contractors.

The Director of Finance and Operations joins the team at an exciting moment for the organization, as it prepares to embark on a new capital improvement program for its nine-story historic-landmarked building and enters a new chapter in its leadership. The Director of Finance and Operations will play a critical role in partnering with the senior leadership team in strategic decision making, long-term strategy, financial planning, and operations as ArtsWestchester continues to enhance its quality programming and build capacity.

This is a tremendous opportunity for a non-profit leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization with an annual operating budget of \$7MM and Capital Budget of \$3MM.

### Responsibilities

#### Financial Management & Operations

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts and tenants management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Oversee incoming grant management to ensure that (a) accurate, timely financial statements are prepared in accordance with grant requirements; and (b) grant applications and reports are prepared and submitted on a timely basis.
- Update and implement all necessary business policies and accounting practices; improve the finance

department's overall policy and procedure manual.

- Effectively communicate and present the critical financial matters to the board of directors.
- Manage banking relations.
- Oversee implementation of a multi-phase capital improvement program, including vendor acquisition, financing, and grants compliance.

### **Human Resources, Technology and Administration**

- Further develop ArtsWestchester's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Responsible for the management and administration of organization insurance plans.
- Responsible for oversight of employee benefit plans, including but not limited to medical, dental, life, disability, and 401(k).
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

### **Qualifications**

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 15 years of overall professional experience; ideally 7+ years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Experience in tenant relations and facilities management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of ArtsWestchester.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role.

If much of this job description describes you, then please apply for this role.

**\*Compensation:**

The advertised pay scale reflects the good faith minimum and maximum salary for this role. The advertised pay scale is not a promise of a particular wage for any specific employee. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to, the candidate's experience, education, special licensing or qualifications, or other factors.

Benefits include Health Insurance (Employer pays portion of health premium); Vision/Dental options; 401k with Employer match; Life Insurance; Paid Family Leave; Paid Time Off; Parking

**To apply:** Please send cover letter and resume to [resume@artswestchester.org](mailto:resume@artswestchester.org) with the subject line "Director of Finance and Operations."