



# ARTS COUNCIL for Monterey County

**POSITION:** FINANCE & OPERATIONS MANAGER

**REPORTS TO:** Executive Director

**STATUS:** Full time /Exempt

*Under the general direction of the Executive Director, the Finance & Operations Manager is responsible for the accounting, human resource and operational functions of the Arts Council.*

## FINANCE

- Manage all accounting functions including payroll, accounts receivable and payable, cash flow, and quarterly sales tax returns;
- Track restricted grants, net assets, and program expenses;
- Prepare monthly Financial Statements including analyses of budget variance, development report, net assets report and check register;
- In coordination with the Executive Director, prepare an annual budget for Board approval;
- Prudently manage organization's resources within those budget guidelines according to current laws and regulations;
- Preparation of financial documents for annual audit/review and serve as liaison to the auditor;
- Create and update financial policies as needed, for board approval;
- Officially represent the organization externally regarding finance-related negotiations (e.g. lease, auditors, banks, attorneys, etc).

## HUMAN RESOURCES

- Administer employee benefits plan and reviews options annually;
- Training and assisting staff on Paychex payroll system;
- Manage human resources according to authorized personnel policies and procedures that fully conform to current laws and regulations;
- Update Employee Handbook annually or as needed;
- Coordinate staff birthday celebrations, track and report anniversaries and adjust sick & vacation accruals as appropriate.

## OPERATIONS/OFFICE MANAGEMENT

- Working with appropriate vendors, maintain office equipment (pbx system, copier/printer, computers);
- Liaison to cleaning service and property management;
- Review insurance policies (liability, D&O, and workers compensation) as needed and serve as liaison with insurance agents; request and maintain certificates of insurance as needed;
- Oversee administration of all Information Technology, including Cybersecurity.

## **OTHER**

- Manage annual Champions of the Arts™ reservations and process payments;
- Oversight of registration and cashiering at annual Champions;
- Oversight of Facility Management;
- Other duties as assigned by the Executive Director.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- B.A. in Accounting, Business or related or 3-5 years of relevant experience.
- Strong experience in nonprofit accounting, preferably using Quickbooks (Online);
- Demonstrated experience with restricted grant tracking;
- Ability to establish priorities, work independently and proceed with minimal supervision;
- Ability to maintain confidential information, handle and resolve problems and ability to work as part of a team, with a great sense of humor;
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds, with a good sense of judgment on the appropriateness of content for the target audience;
- Expertise in Microsoft Office Suite: Word, Excel and Publisher and project management programs such as Asana;
- Excellent communication skills: written, oral and presentation;
- Ability and willingness to work evenings and weekends, and travel within Monterey County with a valid CA drivers' license, reliable transportation and insurance;
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation, including the ability to lift/push/pull up to 25 pounds and walk up and down stairs.

## **Benefits**

Salary Range: \$75,000 - \$90,000/annually based on experience (manager to director level)

Health, Dental, Vision and Life Insurance,

401k with 3% Employee Match after first year

13 Paid Holidays plus 12 Mental Health Days

2 Weeks Paid Vacation first year

Cell phone stipend

No Relocation Assistance Available

Please send an email to [info@arts4mc.org](mailto:info@arts4mc.org) and include your resume and a cover letter stating why you would like to work for the Arts Council in the body of the email - no attachments accepted, even pdfs.

Please, no phone calls.