



Job Description: Finance Director

General Description: ArtsGreensboro is seeking a Finance Director with strong nonprofit experience to oversee finance, business planning, and budgeting for ArtsGreensboro and its related initiatives, including the National Folk Festival. By financially supporting more than 60 arts organizations, projects, teachers, and artists each year, ArtsGreensboro connects the community to the arts, and serves as a catalyst for the local arts scene through grants, marketing support, and other important initiatives and services.

The successful candidate will be a strategic financial thinker who enjoys working with artists and can grow with the organization.

Responsibilities:

1. Manage daily financial and business operations, with overall responsibility for the books and records of ArtsGreensboro, the National Folk Festival, the 17DAYS Festival, and other related entities in areas such as cash flow, forecasting, accounts payable, accounts receivable, payroll, depreciation, and grants
2. Record transactions in ArtsGreensboro's accounting system (Quick Books)
3. Reconcile all cash accounts on a monthly basis
4. Prepare monthly internal financial statements
5. Generate checks for payment of approved invoices
6. Allocate costs by project
7. Maintain supporting documentation (invoices, contribution confirmations, etc.) in a manner to support the amounts recorded in the financial statements
8. Oversee and lead the annual budgeting and planning process in partnership with the CEO and other key staff members; update throughout the year as necessary
9. Coordinate and lead the annual independent audit process and filing of all required tax documentation
10. Prepare information for the annual Form 990
11. Supervise the preparation of invoices, deposits, and maintenance of contributions and gifts
12. Establish and monitor internal control processes and procedures for all financial and reporting activities to ensure a strong compliance environment
13. Serve as staff liaison for the Finance Committee of the Board of Directors

Qualifications:

1. Personal qualities of integrity, honor, credibility, and dedication to ArtsGreensboro's mission and to the local arts community
2. Bachelor's degree or higher in business, accounting, or related area. CPA preferred.
3. Five or more years of professional experience, preferably in nonprofit financial and operations management
4. High degree of proficiency in accounting systems, preferably QuickBooks
5. The skills/ability to prepare cash and accrual budget materials, with an eye toward:
 - Clear and easy-to-understand presentations of the financial standing of ArtsGreensboro, the National Folk Festival, 17DAYS, and other initiatives to be used by Board members and other volunteers on a monthly basis; must reconcile with other internal reporting documents (e.g., ArtsFund Campaign and Raiser's Edge 7 fundraising database)
 - FASB 116 and 117 presentation requirements
 - Restatement for grant applications and reporting requirements
6. Familiarity with Microsoft Office. The successful candidate will enjoy creating spreadsheets to help ArtsGreensboro analyze and evaluate programs, grant applications, etc. (Please note that ArtsGreensboro has a seasoned Donor Relations, Finance and Grants Assistant on staff.)
7. Ability to work independently and make decisions in accordance with established policies and regulations, including GAAP and the Internal Revenue Code

Submit your resume and cover letter to Eleanor Schaffner-Mosh, Deputy Director – ArtsGreensboro, at ESMosh@artsgreensboro.org.

ArtsGreensboro is an Equal Opportunity Employer.