

Wednesday, March 2, 2022

Finance Manager

Company: Flushing Town Hall
Location: Flushing, NY

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Flushing Town Hall (FTH) presents multi-disciplinary global arts that engage and educate the global communities of Queens and New York City, in order to foster mutual appreciation. As advocates of arts equity since 1979, we support local, immigrant, national, and international artists, developing partnerships and collaborations that enhance our efforts. As a member of New York City's Cultural Institutions Group (CIG), we serve to restore, manage and program the historic 1862 landmark on behalf of the City of New York. FTH celebrates the history of Queens as the home of Jazz, by presenting the finest in Jazz performance. We are committed to arts education and hands-on learning, for the arts-curious, arts enthusiasts, and professional artists. We serve one of the most diverse communities in the world, and strive to uphold the legacy of inclusiveness that has defined our community since the Flushing Remonstrance of 1657.

The Finance Manager is responsible for the daily operations of a complex finance office for an approximately \$2.3 million non-profit arts organization. This is a full-time Senior Staff position and reports to the Executive and Artistic Director, also working very closely with the Deputy Director, other department heads, Membership and Box office.

RESPONSIBILITIES INCLUDE:

- Manage daily bookkeeping, accounts payable and receivables, cash flow analysis, payroll, disbursements, reimbursements, grants' financial reporting, audit preparation, and other related duties.
- Provide monthly reports and funding draw-downs from NYC agencies
- Ensure that optimal financial controls and reporting systems are in place and continuously monitored.
- Implement, track and record all financial transactions in Quickbooks.
- Manage banking relationships and monitor bank accounts.
- Provide monthly reports and funding payment requests to various NYC and State agencies as required.
- Track departmental operating budgets, provide timely information to senior leadership and department heads, and oversee development of annual operating budget in cooperation with Executive and Artistic Director and department heads.
- Provide financial reports and requirements for the Development Department, as needed.
- Process funding reimbursement paperwork, as needed.
- With the ED/AD and Deputy Director, develop and manage annual and multi-year budgets.
- Prepare and maintain cash flow analyses as needed.
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff leadership, as requested.
- Prepare year-end books for audit, working closely with staff leadership and audit firm.
- Ensure operational compliance with financial policies, procedures and regulations for any necessary entities.
- Process vendor payments and check requests
- Process employee reimbursements including managing box office and gift shop credit card charges and reconciling credit card accounts.
- Reconcile bank accounts and general ledger accounts
- Respond to inquiries from staff regarding budgets, deposits, disbursement and grant reporting requests.
- Fulfill financial needs of artist contracts that may include deposits, multiple payments, deposits, and payments to agents or agencies.
- Assist in reconciling all balance sheet and income statement accounts on a monthly/bi-monthly basis
- Process payroll and report payroll taxes for the organization
- Provide reports (A/P, A/R, Cash Flow, P+L, Balance Sheet) for Finance and Executive Committee meetings, Board meetings, and as requested.
- Attend Finance and Executive Committee meetings

SKILLS AND ABILITIES

- Superbly organized with excellent verbal, written, and interpersonal skills
- Ability to work effectively with staff, Finance and Executive Committees of the Board of Directors, vendors and public – in a busy, fast-paced environment
- Ability to work independently
- Ability to organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Demonstrate good judgment and good problem-solving skills
- Respond appropriately to evaluation and changes in the work setting
- A demonstrated ability to work as part of a highly motivated, energetic team

DESIRED QUALIFICATIONS

- Degree in finance, accounting, or related field, experience working with governmental agencies is preferred
- Experience in managing public or nonprofit funds
- Outstanding client service, communication and organizational skills
- Comfortable managing overlapping deadlines
- Candidates should have at least 3-5 years experience in non-profit finance particularly in an arts setting, and an understanding of nonprofit accounting
- Mastery in Excel and QuickBooks with superb attention to detail.

This position is a full-time position with benefits. The annual salary range is \$60,000 - \$65,000 plus benefits. Browse www.flushingtownhall.org to learn more about Flushing Town Hall. For consideration, email a cover letter and resume to sshumays@flushingtownhall.org with "(YOUR NAME) – Finance Manager" listed in the subject line. No phone calls or mail submissions. Flushing Town Hall is an Equal Opportunity Employer: FTH provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, or physical ability.

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