

Friday, August 25, 2023

## Director of Finance & Administration - Nimbus Dance / Nimbus Arts Center - Full time

Company: Nimbus Dance / Nimbus Arts Center  
Location: Jersey City, NJ  
Compensation: \$55,000 - \$58,000

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### DIRECTOR OF FINANCE & ADMINISTRATION

The Director of Finance & Administration (DOFA) will join the senior operations team to oversee and manage all financial and administrative systems of Nimbus Dance, Nimbus Arts Center, School of Nimbus and related programs. The DOFA utilizes collaboration, employs process improvement, and excels at project management, in order to further the mission, vision, and values of Nimbus, New Jersey's largest contemporary dance organization. DOFA has the primary responsibility for Nimbus' finance operations, including oversight of Nimbus' outside financial management contractor, financial and grant reporting, compliance, and back-end administration. This position reports to the Managing Director and partners with senior management to ensure the organization's overall financial and operational health and compliance.

#### Duties and Responsibilities

##### Financial Oversight & Management:

- Work with Executive Leadership (Artistic Director & Managing Director) to Create Annual Budget and Department budgets. Manage budgets through fiscal year and communicate with staff on financial and budget matters.
- Present quarterly financial reports to Board
- Serve as liaison for outside Financial Management Firm on bookkeeping all funds on an ongoing basis
- Work with Financial Management Firm to process payroll for W9 Independent Contractors and W4 employees
- Oversee Financial Management Firm on payment of payroll taxes to IRS, State of NY and State of NJ (Monthly and Bi-weekly), 990 and end-of-the-year forms
- Work with accountant and Financial Management Firm to prepare audit each fiscal year
- Function as the staff liaison to the Finance Committees of the Board of Directors, including minute taking and agenda/materials preparation.
- Attend Finance committee meetings for the BOD
- Oversee all Financial transactions for Nimbus
- Track and develop strategies for proper checks and balances within the organization
- Manage banking and external audit relationships, then investigating their findings and recommendations.
- Serve as custodian of personnel files in accordance with established policies and procedures to include all organizational, state, and federally required forms.
- Oversee transaction processing systems, including credit card payments, and ensuring training of staff in compliance with required processes and information sharing regulations.
- Embrace other Financial Management responsibilities, as needed.

##### Programmatic/Administrative:

- Work with School Director to develop school budget/pricing

- Work with Managing Director to complete documentation for all grant reports
- Work with Artistic Director, Managing Director and Associate Director of Advancement to develop budgets for grant applications
- For Capital Expenditures, compile comparable price quotes
- Manage Consultant Searches: assemble postings, pre-screen candidates
- Work with Executive Staff and other staff members to develop job descriptions, post, and coordinate hiring/interview process
- Maintain paper records of all tax records
- Oversee Insurance policies/coverages
- Administer Worker's Compensation claims
- Maintain knowledge of and be able to effectively communicate information regarding employee benefits programs, including payroll deductions; paid time off and other forms of leave; health, dental, vision, and supplemental insurances; COBRA, FMLA, USERRA, and COVID-

19 legislation; and the retirement plan.

Ensure completion, documentation and tracking of all compliance training.

Maintain the Employee Handbook and guarantee that it is distributed to all employees and available through several modes of communication.

Full-time

Wage/Compensation Range: \$55,000 – \$58,000/year

Benefits:

3 weeks paid vacation, paid holidays

% work from home possibility

Medical insurance: after 6 months of employment, employee may enroll in Nimbus' contributory group plan, covering 50% of monthly premiums.

Discount on Nimbus fit classes, summer camps and classes for children of employees.

Ongoing Professional Development from hired consultants, coaches and PD trainers within the first 6 months of employment.

To apply: please complete questions and upload cover letter and resume at this [link](#).

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