

Tuesday, January 23, 2024

Financial Maintenance Lead (Finance and Budgeting Manager)

Company: ArtsPool
Location: Brooklyn, NY
Compensation: \$70,000/year

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ArtsPool is an organization that is passionate about providing affordable bookkeeping, financial management, and workforce administration support to nonprofit arts organizations. Our mission is to provide a high level of support in these key areas to allow arts organizations to focus on what they do best - create! We are looking for a candidate skilled in all things budgeting and nonprofit financial management to join our Financial Maintenance team and support a growing client list of nonprofit arts organizations. ArtsPool is currently a remote-first workplace with an office in Fort Greene, Brooklyn.

Financial Maintenance Team Responsibilities

ArtsPool provides administrative support to our nonprofit clients in three key areas: bookkeeping and account reconciliation (Financial Operations), organizational budgeting and financial management (Financial Maintenance), and payroll and labor compliance (Workforce Administration).

Working in tandem with the two other service teams, the Financial Maintenance Team synthesizes, analyzes, and presents client data that empowers clients to make sound and informed financial decisions for their organizations utilizing up-to-date actuals of all their budgetary costs.

As a Financial Maintenance Lead, you will hold 5-7 client relationships in which you will collaborate with their staff to facilitate budgeting processes, fiscal controls, and ongoing financial matters. As a Financial Maintenance Lead, you are responsible for the following aspects of service:

- Using ArtsPool's standardized financial templates and processes, you will collaborate with your roster of client organizations to develop and maintain their organizational budgets and other financials by providing monthly financial reports inclusive of cash flow projections, transaction reports, budget actuals, income statements, and balance sheets. You will also maintain the chart of accounts, make journal entries, perform cost allocations, and conduct balance sheet reconciliations on a monthly basis.
- You will collaborate with your client organizations on providing accurate financial information for all grant applications and reports.
- On behalf of your client organizations, you will work with independent auditors to complete clients' annual financial statements and tax returns.
- You will partner with the Workforce Administration Team to facilitate payroll processing on a weekly basis, monitoring cash requirements and ensuring payroll costs are consistent with the client's budget.
- You will consult with your clients to work towards best practices and achieve improved financial health (e.g. budget suggestions, cash management, designated fund management, fiscal controls). You will support staff members at your clients' organizations with varying degrees of financial literacy in comprehending and leveraging their budget and financial reports.
- You will be comfortable working with various regulatory updates as provided by client organization accountants and others and proactively put these changes into operational practice.
- You will partner with other teams at ArtsPool to share financial information that helps them perform their work (e.g. payroll reconciliations, insurance audits, and revenue recognition documentation).
- Your keen skills in customer service and client management will be fully utilized in your regular communications with your client organizations, which range from day-to-day queries, regular budget meetings, as well as other engagement activities as a critical part of the client's ArtsPool service team.

Our ideal candidate

- Significant acumen in budget creation, maintenance, and reporting required. This includes proficiency in all related spreadsheets, financial statements, and other tools and formats.
- Understanding of basic nonprofit accounting principles is required and experience in ongoing balance sheet management inclusive of net asset tracking is a plus.
- Demonstrated ability to work independently in complex, fast paced environments required.
- Ability to prioritize and meet deadlines for multiple clients required.
- Demonstrated history as a self-motivated creative problem solver who is willing to work within a team to develop and assist in implementing system improvements to be utilized by all team members.
- Demonstrated ability to communicate proactively and with clarity as well as the ability to cultivate excellent and diplomatic working relationships with many different stakeholders.

- Facility with web based systems and software - experience with Xero Accounting and Google Workspace (Google Sheets, Gmail, Google Drive) a plus.

- Previous experience with nonprofits and/or arts organizations is a plus, but not required.

We understand that you may not meet all aspects of this description. We welcome applicants with varied backgrounds and different applications of skills. If you believe you can excel in this role, we encourage you to apply!

Shared accountabilities

ArtsPool is committed to sharing a set of responsibilities among all team members to ensure excellence in running our operations and alignment with our values.

- Support [ArtsPool's values](#) with respect to diversity, equity, and inclusion, and commit to contributing to an environment that treats everyone with dignity and respect.
- Provide support/guidance to other members of the ArtsPool team and ask for support when needed.
- Act as a backup for other ArtsPool employees as needed when they take time off, and prepare your work for other employees to back you up when you take time off.
- Contribute to the organizational decision-making process and improvement of ArtsPool systems, services, and processes.
- Adhere to ArtsPool's work processes and procedures including systems use, style guides, communications guide, document organization and retention, security policies, and other operational and corporate policies and procedures.

Compensation and location

Starting compensation for this full-time position is \$70,000 annually, with health and dental benefits and a 401(k) benefit plan (a financial advisor is available for consultation). We also offer generous paid time off of 18 vacation days per calendar year, plus 18 federal/regional/religious holidays (including Eid, Yom Kippur, Rosh Hashanah, Lunar New Year, Diwali), and 5 days of paid sick leave per NYC's Paid Safe and Sick Leave Law. ArtsPool is currently an open location workplace with an office in Fort Greene, Brooklyn. You are free to work remotely and may be asked to join in-person team meetings from time to time.

To apply for this full-time position with ArtsPool, please submit your letter of interest along with an updated resume [via Idealist](#). Please include your full name and job title in the subject line of the email. Due to the number of applicants, only those chosen for screening will receive a response. ArtsPool is an equal opportunity employer. In the spirit of ArtsPool's value of inclusion, we welcome and encourage submissions from BIPOC, LGBTQIA, disabled, and veteran candidates.

Applications will be reviewed on a rolling basis. Due to a high volume of applications received, we are unable to contact each applicant individually regarding the status of their application.

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