

Vice President of Finance

Background. The Workhouse Arts Foundation, Inc. (WAF) is a non-profit 501(c)3 corporation with a mission to operate the Workhouse Arts Center (opening in 2008) with programs in the visual arts, performing arts, arts education, and history through the repurposing of the former Workhouse correctional facility. WAF's budget is \$3 million annually.

Summary Statement. Reporting directly to the President/CEO, the Vice President of Finance (VPF) serves as the primary finance leadership team member. This position is a hands-on role and has primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This specifically includes budget development and execution; cash management; financial management; Human Resources management; contracts management and oversight; and budget and financial accountability from applicable staff and members. The VPF is also responsible for the organization's Human Resources function. Evening and weekend work might be required for Workhouse events. The VPF will also undertake other responsibilities as assigned by the President/CEO.

Roles and Responsibilities.

- **Financial Leadership:** Provides leadership in the development and implementation of short and long-term financial objectives as approved by the Board; presents recommendations to respond to financial needs and enhance financial performance and business opportunities to the Finance Committee.
- **Budget Management:** Provides oversight of the budgeting process for timely publication of the budget, following the Board-level approval process, which includes review by the Finance Committee, Executive Committee, and Board of Directors. Provides effective oversight of the budget for each program Director/Manager and program area such that revenue and expenditures remain in line with approved targets, and staff receives feedback and support as necessary to achieve budgetary goals.
- **WAF Board of Directors Support:** Provides support of WAF Board of Directors, Board Chair, Treasurer, and Finance Committee. Support to Finance Committee includes drafting of meeting agenda (in coordination with Finance Committee Chair), preparation of supporting materials, and ensuring that minutes are drafted. Provides timely updates on financial position of the organization.
- **Department Management:** Consistent with Policy #8 –Financial Management, ensures credibility and effective operation of the Finance Department by providing timely and accurate monthly financial statements, analyses of budgets, financial trends and forecasts, and cash flow reports; and directing and overseeing the finance, accounting, and business functions of the organization. Ensures the successful management of various departmental objectives, including but not limited to, rents, cash management, cash flow, restricted fund management, financial aspects of event contracts, general ledger maintenance and analysis, year-end and month-end closing, year-end and month-end schedules of assets/liabilities, transaction entry, artists and long-term rental sublicense management and completion/renewal, and reconciliation of various databases and systems (including but not limited to QuickBooks, Donor Perfect, Outbound, Square, Clover, cash reconciliation, and others). Serves as liaison with IRS and other external agencies; serves as lead staff member for system integration and finance technology implementation.
- **Reporting:** Ensures that all necessary reports are completed in a timely manner for applicable WAF Board and committee meetings, including but not limited to the Board of Directors; and

Executive, Finance, Museum/History, and Development Committees. Ensures that all necessary reports are completed and produced in a timely manner for grant writing and reporting objectives. Ensures that all other necessary financial reports as requested are completed and provided in a timely manner.

- **Financial Policies and Controls:** Ensures that effective internal controls are in place and in compliance with GAAP and applicable federal, state, and local laws/regulations for non-profit financial and tax reporting. In addition, the VPF is responsible for the development and implementation of all financial policies and the supporting standard operating procedures. All should be maintained and updated as needed.
- **Coordination of Annual Financial Statement Audit and Tax Return (IRS 990s):** Ensures that the annual financial statement audit and tax return (IRS Form 990s) filing for the WAF, and all related entities are completed in a timely and organized manner and that those audits receive a clean opinion annually.
- **Records Retention:** Responsible for ensuring retention of records in compliance with Policy #5 – Records Retention.
- **Human Resources:** Serves as the primary manager of Human Resources activities including onboarding, health insurance, 401K savings, benefits and Paid Time Off (PTO) management. Serves as primary point of contact for staff with questions regarding benefits and Human Resources. Responsible for enforcing related policies.
- **Retail:** Serves as primary management of Visitor Center and Museum gift shop; and WAF building gallery sales and personnel. Serves as primary manager of those same personnel in relation to responsiveness to visitors, customers, and guests.
- **Contracts, Agreements and Insurance Policies:** Serves as the primary approval for all contracts organization-wide including outside vendors, contract labor, lease/license operations etc. In addition, manages all WAF business; and ensures that all insurance policies for Directors, Officers, WAF property, and all activities in support of WAF operations are adequate and provide appropriate coverage.
- **Supervision:**
 - Supervise all Accounting (Accounts Payable, Accounts Receivable, General Ledger, and Payroll), Retail operations, Human Resources, and Contracts functions.
 - Supervise the department's personnel and be responsible for all annual reviews.
 - Work in unison with the President/CEO in relationship to the entire employment cycle.

Traits/Characteristics. The VPF will be a confident and experienced financial expert and will be motivated by Workhouse's mission and community. The successful candidate will be a strong manager and a dedicated staff-wide collaborator and will provide creative, decisive, and proactive leadership in assuring that Workhouse's financial health is paramount. The VPF will take initiative and offer constructive opinions with candor and commitment.

Qualifications. The VPF should have at least 8 years in directing and analyzing the financial operations of a not-for-profit organization (preferably a multi-faceted arts institution) or a public accounting background with a focus on not-for-profit clients. The VPF should have a BS in Accounting or Finance. A MBA and/or a CPA, is highly desirable. Candidates should be proficient with QuickBooks and Microsoft Office.

- Comprehensive knowledge of nonprofit accounting standards and nonprofit tax issues, including the handling of tax-deductible contributions.
- Proven ability to work well with, and teach, department managers appropriate financial skills.

- Strong communication and interpersonal skills are required to interact with Board Members, senior management and all staff.

Accountabilities. Satisfactory completion of this job will be evidenced by excellent attention to detail, anticipation of financial need, exercising sound professional judgement, meeting financial goals, building and maintaining good working relationships with staff, artists and other colleagues, keeping excellent records, and working well as a member of the Executive Leadership team, and by operating within the Workhouse approved budget.

Compensation/Benefits. Compensation will be commensurate with experience, with a benefit package that includes a health/dental insurance plan, a retirement plan, paid time off, and other employee benefits.

Workhouse DEI Statement Workhouse is committed to attracting and retaining a diverse staff that honors their experiences, perspectives and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Workhouse EEO Statement. Workhouse is committed to providing equal employment opportunities to all employees and applicants for employment. Workhouse provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibility, genetic status or information, military or veteran status or in any status protected by federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Workhouse will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.

Applications and Inquiries. Please submit the following PDF items electronically, with the subject line containing the words “VP of Finance” stated. Only qualified applicants will be contacted. Please direct all submission to: humanresources@workhousearts.org

- Cover letter including salary requirements.
- Resume including demonstrable accomplishments.