



Director of Finance & Administration

Salary Range: \$90k-100k/year

Benefits: 100% individual health care, dental, short- and long-term disability, and life insurance; paid sick, personal, holiday, and vacation time; 3% matching retirement contribution; complimentary tickets; stimulating work environment; and work that makes a difference

The Director of Finance & Administration helps to ensure the long-term health of the organization and to fulfill its strategic and operational objectives as a key member of the senior management team, leading a skilled, established, and dynamic Finance & Administration department, and directing the financial and administrative affairs of the organization. Reporting to the Executive Director and working closely with the Treasurer and the Finance Committee of the Board of Directors, the position oversees accounting, budgeting, financial reporting and planning, risk management, legal affairs, internal controls, human resources, information technology, and key aspects of office management.

Full-Time/Exempt

Reports to: Executive Director

Supervises: Finance Manager, Office Administrator

Primary Responsibilities:

Team Leadership

- Hire, train, and supervise Finance Manager and Office Administrator.
- Ensure transaction systems (billing, accounts payable, donations, ticket sales) are efficient, timely, and accurate
- Work with Finance & Administration team to track and maintain accurate accounting of revenue and expenses
- Provide financial reporting for grant applications and funders, and financial data for other fundraising activities

Finance

- Prepare and manage \$3m+ annual operating and capital budgets
- Maintain accurate records of restricted funds
- Prepare and monitor short- and long-term cash flow requirements
- Develop, monitor and adjust multi-year budgets and financial projections that relate to and support the strategic plan
- Analyze financial information to assess the current and long-range financial health of the organization.
- Ensure the integrity, accuracy and usefulness of all financial reports
- Maintain compliance with general accepted accounting principles and procedures, and maintain strong internal controls
- Present clear and accurate reports to Board of Directors, Finance Committee, and Audit Committee to ensure financial transparency and financial oversight by the Board

- Develop and administer banking policies to maximize interest and ensure security of deposits
- Oversee annual audit, preparation of financial statements, and all government tax filings, and work closely with an external auditing firm
- Provide data for grant proposals and reports

Compensation & Benefits

- Assist Executive Director in developing compensation ranges in keeping with Mahaiwe's established Theory of Compensation:
 - Leverage compensation to attract and retain excellent employees,
 - Monitor and ensure equitable compensation among employees, and
 - Maintain healthy proportion between work expectations and compensation.
- Develop annual salary schedule/budget incorporating cost-of-living increases, comparative salary research, and targeted adjustments where appropriate
- Conduct ongoing research and analysis of employee benefits trends to ensure Mahaiwe employees are receiving competitive benefits package
- Oversee payroll and benefits administration

Human Resources

- Develop personnel policies and periodically review/amend the Employee Handbook, ensuring compliance with labor laws and governmental regulations
- Coordinate recruitment, diversity practices, hiring, and onboarding of new employees, in tandem with hiring managers; ensure that all hiring aligns with Mahaiwe's Equitable Hiring Process
- Work with Executive Director to determine appropriate personnel needs to maximize staff productivity, satisfaction and retention
- Maintain up-to-date position descriptions and oversee performance evaluation systems
- Ensure clear and timely communication of compensation, benefits, and policies to employees
- Serve as a supportive resource for employees to discuss confidential matters, including morale and relationship to the organization
- Maintain personnel, employment, payroll, performance review, and leave records

Management & Business/Administrative Oversight

- Ensure that the organization complies with all legal and governmental filings and regulations
- Steward risk management; administer the organization's insurance program; research and propose areas of exposure and new coverage; manage all claims
- Review complex contracts, ensuring compliance with terms and conditions
- Secure all necessary license and permit renewals
- Liaise with outside counsel in both routine and non-routine legal matters
- Oversee the long-range planning and progress of information management and cybersecurity. Develop and execute IT/cybersecurity policies

General

- Effectively promote a culture of high performance and continuous improvement that values leadership, collaboration, learning, trusting relationships, and quality
- Contribute to a welcoming, respectful, and inclusive working environment
- Participate actively and authentically in ongoing training and conversations about the role of social equity issues in the organization's work

QUALIFICATIONS:

- Enthusiasm for the mission of the Mahaiwe Performing Arts Center
- Broad and proven experience managing multiple financial and administrative aspects of a non-profit arts organization, preferably in the performing arts
- Ability to think analytically and strategically from an organization-wide perspective, identifying opportunities for greater efficiency and optimizing resources and talent
- Strong nonprofit financial literacy, including ability to prepare financial reports and to translate financial information for board members and other stakeholders
- Superior verbal and written communication, with a strong command of the English language
- Outstanding organizational, time management, and project management skills with an overall execution orientation and high attention to detail
- Exceptional problem-solving skills, and the ability to manage competing priorities and multiple projects in various stages.
- Demonstrated ethics, integrity, and confidentiality
- QuickBooks proficiency, expert knowledge of payroll and employee benefit regulations and guidelines
- Excellent computer and analytic skills, including proficiency in QuickBooks and Microsoft Office Suite, including Excel. (Experience with ADP Workforce Now, a plus)
- Readiness to work in an environment that values and includes diverse group identities

Organization: The Mahaiwe Performing Arts Center is executing a Strategic Plan that calls for growth across all sectors, including the addition of a second performance venue: [Strategic Plan – Mahaiwe Performing Arts Center](#) The Mahaiwe has been recognized for its leadership in regional pay equity and in reaching local Spanish language audiences, among other efforts, and has a consistent record of maintaining sound financial health, with sufficient operating reserves and negligible debt. General information on this dynamic organization can be found here: [Mission and Values – Mahaiwe Performing Arts Center](#) and the most recent annual report here: [Annual Report – Mahaiwe Performing Arts Center](#)

The Mahaiwe is an equal opportunity employer, has harassment and whistleblower policies in place, and works to create an inclusive work environment [Diversity Commitment – Mahaiwe Performing Arts Center](#)

Physical Work Environment: This position requires an employee to operate a computer, use a telephone, and move through a variety of office and theater environments.

How to apply:

Send resume and a brief paragraph in response to each of the following questions to FinanceSearch@mahaiwe.org.

1. What about the Mahaiwe and this position most interests you?
2. How do you feel that you are uniquely qualified to fill this position?
3. How would people who have worked with you describe you?