

Finance and Administrative Manager Job Description

The Finance and Administrative Manager is a part-time position that reports to the Executive Director and ensures the smooth functioning of the Port Angeles Fine Arts Center by providing administrative support and financial leadership. This role is responsible for our primary accounting and bookkeeping, financial management of grants, overseeing our membership program, file management, and payroll prep.

Principal Duties and Responsibilities

Office Management

- Maintain office records, files, and storage of written and computerized information, including reports, billing, vendor contracts, 990's, and WA state regulatory documents.
- Update and assemble financial reports packets for board of directors
- Provide standard finance system backups and support other users with specialized systems such as Square, Bloomerang, Qgiv, and Quickbooks
- Serve as the lead admin on our Nonprofit Google Account
- Collect timecards, submit payroll, and manage communications with our payroll company.

Finance

- Provide leadership and consistency in the recording of all PAFAC finances in adherence with our financial procedures.
- Oversee accounts receivable and payable process - Recording all checks and cash transaction received in Quick Books or Bloomerang
- Prep funds for delivery to the bank
- Reconcile monthly credit card and bank accounts and file receipts for expenses.
- Support staff with reimbursement procedures and reconciling of funds received through square.
- Supports staff with the development of and adherence to their program budgets
- Serve as the staff lead for our quarterly finance committee meetings
- Work with staff to track and maintain grant billing and records
- Provide analysis, strategy, and preparation support for the annual budget process
- Oversee communications and collect materials for our hired accountant for end of the year tax filing
- Process quarterly Gift Store Commissions

Membership and Donor Support

- Oversee our membership process- inputting funds received, generating and mailing welcome letters, and maintaining our member database.
- Provide support with PAFAC's donor management database and utilize the system to provide reports tracking donor information and revenue as needed.
- Oversee the process of thanking donors, including IRS information, for all gifts received

Qualifications:

- Passion for the work and mission of the Port Angeles Fine Arts Center
- Expertise with QuickBooks online and general bookkeeping practices
- Strong understanding of business finance and previous experience managing accounts receivable and payable.
- Previous experience with non-profit financial management preferred.
- 2-year minimum professional office experience
- Highly organized, self-directed, and detail oriented, with a love of creating and maintaining strong organizational systems
- Experience with independently managing multiple tasks and deadlines
- Strong computer skills including experience with Microsoft Office, Google apps and Google domain management
- Experience with constituent relations management system
- Ability to work well in a small office/team atmosphere
- Ability to work effectively with staff, volunteers, board members, committees, and the public
- Ability to occasionally work non-standard hours for special events, including evenings and weekends. (3 annual festivals and one fundraiser)
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities.
- Demonstrated commitment to diversity, equity, and inclusion

Compensation & Benefits:

- 20 hours per week / \$28 per hour.
- PTO accrued at a bi-monthly rate of 4.15 hours with a max accrual of 160 hours, a rollover of up to 40 hours per year + 10 days of holiday pay

To Apply: Please send your resume and cover letter to christine@pafac.org.

Application Closing Date: Tuesday Sept 8th.

Port Angeles Fine Arts Center is an equal opportunity employer. We prohibit discrimination against, and harassment of, any employee or applicant for employment because of race, color, religion, sex, gender, pregnancy, genetic information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable state or federal law.