

Luther Burbank Center for the Arts
Job Description

Job Title: Director of Finance and Administration
Department: Finance
Reports To: President & CEO
FLSA Status: Exempt
Revised Date: 10/28/21

Summary

Luther Burbank Center for the Arts is committed to enriching, educating and entertaining the people of California's North Bay region and beyond. The Director of Finance and Administration is responsible for the leadership of the organization's financial and administrative operations as related to its mission and vision as a community-based, non-profit performing arts center.

The Director partners with organizational leaders on human resources and the financial direction, stability and growth of the organization. The Director is accountable for leading the Finance team in managing the Center's financial and accounting policies, systems and processes, tax and regulatory requirements, payroll systems and processes, internal controls, ongoing financial modeling, annual budget plan, human resources and benefits administration. The Director oversees the health, stability, viability, growth and protection of the Center's assets. The position works collaboratively with the Board of Directors, President & CEO, and senior leadership team.

The Director performs the following duties personally or oversees their execution through the department's staff.

Primary Duties and Responsibilities:

- Directs and oversees the organization's financial plans, financial operations and accounting practices based on GAAP; ensures transparent financial information and ethical behavior standards.
- Develops and implements goals, policies and procedures related to all financial and accounting functions including but not limited to financial accounting and reporting, budgeting, cash management, external audits (financial statement, worker's compensation, tax, etc.), and payroll.
- Manages cash flow, lines of credit and investment accounts with oversight from the President & CEO and/or Board Treasurer.
- Manages the financial portion of capital projects with assistance from the President & CEO and the Director of Operations.
- Works with other Center leadership to provide management support in long-range planning, strategic initiatives, and on-going analysis and evaluation of major decisions concerning the organization.
- Directs, supervises and participates in the preparation and maintenance of various financial statements and reports including hands-on maintenance of general and subsidiary ledgers/schedules.
- Works with department directors to prepare annual budgets; prepares budget projections during fiscal year for department directors and the board.
- Prepares for, leads and provides all administrative functions of monthly Finance Committee meetings.
- Directs preparation and execution of annual independent audit.

- Establishes systems and develops procedures to improve efficiencies and effectiveness of existing processes.
- Manages general liability and property, Directors and Officers, Volunteer Accidental and Worker's Compensation insurances and oversees the renewal process and ensures appropriate coverage is maintained.
- Manages the selection and management of employee benefit packages including health and life insurance benefits and 401k plans, etc.
- Provides human resource administration to all departments and staff of the Center, including compliance, benefits, recruitment, employee performance management and employee development.
- Works with other Center leadership to provide management support in human resource planning and evaluation of major human resource decisions of the organization.
- Any other duties as assigned.

Supervisory Responsibilities:

Directly supervises up to four employees in the Finance Department: Accounting Manager, Accounting Specialist, and Accounting Assistant, as well as Human Resources Manager as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelor's degree (B.S.) from a four-year college or university with an emphasis in business administration, finance or accounting; ten+ years related finance/accounting experience at the Director level or above with supervisory experience. CMA, CPA, MA in Accounting or MBA is highly desirable.

In addition, to perform this job successfully, the individual should have knowledge of Microsoft Dynamics/Great Plains Accounting software; internet software; payroll systems; MS Excel and Word.

Critical Skills:

- Strong financial/analytical skills.
- Ability to manage complex strategic plans and programs; works effectively under the constant pressure of deadlines.
- Excellent interpersonal and communication skills; ability to articulate ideas clearly and concisely, in both written and oral format.
- Ability to work well with all levels of staff (entry level to board leadership) and volunteers.
- Excellent organizational and time management skills; careful attention to detail.

Measures of Success:

- Increased financial stability and viability of the organization.
- Leadership that protects the assets of the organization and provides financial understanding and transparency
- The Center receives human resources support which enables business goals and objectives to be achieved and talent to flourish

- Provides leadership and instills confidence and trust across the entire organization.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

To apply:

Please send cover letter and resume to: HR@lutherburbankcenter.org