



DIRECTOR OF FINANCE & ADMINISTRATION

Employment Status:	Full-time
FLSA Status:	Exempt
Experience Required:	Five (5) years nonprofit accounting experience; three (3) progressive experience in nonprofit administration or operations management with budget \$2m+; two (2) years supervisory experience
Minimum Education:	Bachelor's degree in related field, or equivalent.
Department:	Finance & Administration
Direct Supervisor:	Executive Director
Supervisory Responsibility:	Direct (2-3)
Primary Work Location:	Theater and office setting
Certification:	None
Pay Rate:	\$78,000 – \$104,000 annually

Job Description

The Fox's Director of Finance & Administration Manager ensures the organization's finance and administrative functions meet the highest professional standards, and effectively supports both the strategic and day to day operating health of downtown Tucson's flagship, historic performing arts facility. As a member of the leadership team, the position works closely with the Executive Director and other department directors, and is directly responsible for developing, refining, leading, and implementing transparent and efficient financial and business management strategies, procedures, and reporting, which remain responsive to the evolving needs of a growing nonprofit organization. They provide supervision for Accounting, HR, and Business Operations team members; and serve as both a hands-on and participative manager responsible for accounting and administration activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Financial Management

- Financial Management
- Create, analyze, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program, and grants accounting.
- Coordinate and lead annual financial review/audit process, liaise with external auditors, finance committee of the Board of Directors, and the CEO; assess any changes necessary.

- Lead annual budgeting and financial planning process in collaboration with department directors; administer and review financial plans and budgets; monitor progress and changes, and keep leadership apprised of the organization's financial status.
- Day to day entry and/or oversight of accurate revenue recording.
- Manage organizational cash flow and forecasting, with an understanding of deferred revenue and the associated reconciliation process.
- Manage financial management/reporting system, preparing monthly, quarterly, and annual reports as required by the board, CEO, and department directors to support sound decision making across the organization.
- Conduct ongoing financial controls assessments, enhancing internal systems and procedures, ensuring that all accounting, bookkeeping, accounts payable/receivable, and bank reconciliations are organized and accurate in accordance with generally accepted accounting principles (GAAP).
- Effectively identify issues, concerns, and opportunities; and advise on critical financial matters.
- Track and correctly manage/monitor grants and restricted funds received.

Administration and Business Operations

- Oversee the Human Resources function to include an internal HR Generalist and external payroll processing/professional employer organization (PEO) partner with the goal of delivering best in class hiring, onboarding, and employee development practices to support on-going growth and a vibrant culture.
- Oversee and participate in basic administrative and office functions (including purchasing procedures, phones, business systems, general supplies, and equipment) to ensure efficient and consistent operations.
- Update, implement, and maintain all required business and general liability insurance policies, bank accounts, government reporting, business and operating licenses, and contracts with major vendor partners.
- Ensure accuracy, completeness, and efficiency of use of corporate records, documentation and files, financial and business records, and general filing systems.

Department Leadership

- Recruit, hire, train, and directly supervise Accounting Specialist, Human Resources Generalist, and Business Operations Manager.
- Work collaboratively with Fox leadership team to ensure alignment with other department functions, and support overall organizational success and continuing positive impact of the Fox.
- Act as a strategic partner to the CEO, continuing to evolve systems, processes, best practices, growth, and financial strength on behalf of the organization and in support of their expansion.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Seasoned professional, with a minimum 7 years overall professional experience.
- At least 5 years of progressive financial management experience in a non-profit organization with an annual budget of \$2M+
- Successful track record in budgeting, cash flow oversight, financial reporting, and grants and restricted funds tracking.
- Expertise in QuickBooks Online or equivalent accounting software.
- Proven ability in monthly and annual accounting closes, reconciliation, and audits.
- Bachelor's degree in Finance, Accounting, or Business Administration, or equivalent experience in a related field of study.
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to Fox's mission, vision, and strategic direction.
- Personal qualities of integrity, accountability, thoroughness, accuracy, and attention to detail.
- Keen analytic, organization, and problem-solving skills which support and enable sound decision-making with capacity to think strategically and quickly identify opportunities for process improvements, balancing sometimes competing priorities within available resources.
- Familiarity with performing arts organizations with ticketing, concessions, and varied contributed revenue streams preferred.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.