



# MID ATLANTIC ARTS FOUNDATION

**PLEASE POST**

**April 2019**

## **Mid Atlantic Arts Foundation**

<http://www.midatlanticarts.org/>

### **Position Announcement Director, Finance and Human Resources**

Mid Atlantic Arts Foundation seeks a Director of Finance and Human Resources responsible for the administrative functions of the foundation including the day-to-day management, fiscal operations and human resources administration. The Director of Finance and Human Resources reports to the Executive Director. S/he coordinates and supervises the work of the Financial Officer and shares supervision of the Executive Assistant with the Executive Director as well as assists in the coordination of work flows throughout the office.

Responsibilities include, but are not limited to the following:

#### **Financial Stewardship**

Oversee and supervise the fiscal operations of the organization:

- Manage the annual budget development process, monitor performance in relation to budget.
- Distribute timely monthly budget reports to all staff with responsibility for carrying out portions of the budget.
- Create reports that reflect fiscal activity and cause those reports to be presented to staff and board on a timely basis.
- Manage the annual audit process including 990.
- Lead periodic processes with Audit Committee to contract audit firms.
- Oversee the response to fund providers, supervise cash flow operations insuring timely collection of revenue and payment of expenses.
- Ensure the maintenance of appropriate fiscal records and inventories.
- Approve invoices in accordance with established policies, guidelines and legal requirements.
- Oversee and manage all banking and investment activities and financial relationships within the parameters of the Investment and other policies.
- Monitor travel reimbursements to insure compliance with foundation policies and donor restrictions.
- Ensure the timeliness of tax payments and other payments or fiscal reports that may be required by law or contract including annual financial audits, 990 information returns to the IRS, UBIT and payroll taxes.

- Serve as plan administrator of the 403(B) Plan ensure compliance testing and required notifications to 403(B) and 457 plan participants.
- Participate in application budget preparation and final reporting for government and private funder grants.
- Provide oversight and approval of staff payroll processing and related deductions and required payments.
- Coordinate records retention practices.
- Manage organizational cash flow.

## **Board**

- Coordinate the work of the Investment and Audit Committees of the board.
- Report to the Executive Committee regularly on financial and other matters of concern
- Regularly inform committees and the Treasurer of financial status and bring appropriate issues to the attention of the committees.
- Assist in developing committee agendas and ensure that meeting minutes are reviewed and completed in a timely manner.

## **Human Resources**

- Serve as human resources director maintaining appropriate personnel records; negotiate benefit packages, and maintain personnel policies manual including periodic updates and legal review.
- Ensure that staff receive timely reviews on an annual basis and that proper documentation is maintained.
- Convene staff annually regarding investment options in the 403(B) plan and provide access to the contracted co-Fiduciary of the plan to review industry trends and investment options
- Convene staff annually along with representatives of the broker for the plans to review health insurance benefits available.

## **Minimum Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration or related field.
- Ten years of experience in finance or accounting.
- Five years supervisory experience.
- Five years in nonprofit accounting role with extensive fund accounting.
- Human Resources certification, training, or coursework.

## **Compensation**

Salary commensurate with experience. A full benefits package accompanies the position.

## **Deadline**

The position will remain open until filled.

## **Application**

Please email letter of application, resume, and names and contact information for three references to [hr@midatlanticarts.org](mailto:hr@midatlanticarts.org) (please send file attachments as Word or PDF documents only) or mail documents to:

Executive Assistant  
Mid Atlantic Arts Foundation  
201 N. Charles St., Suite 401  
Baltimore, MD 21201

The Foundation will not respond to telephone inquiries concerning this position.

**The Organization**

Mid Atlantic Arts Foundation was established in 1979 to promote and support multi-state arts programming in a region that includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the US Virgin Islands, Virginia, and West Virginia. Over the last 40 years, the Foundation has expanded its reach to include national and international initiatives. The Foundation's work is focused on performing arts touring, jazz, independent film, support for individual artists, and international cultural exchange. One of six regional arts organizations in the United States, the Foundation is a private non-profit organization and is supported by the region's state arts agencies, the National Endowment for the Arts, and various foundations, corporations, and individuals.

Mid Atlantic Arts Foundation is an Equal Opportunity Employer.