

MID ATLANTIC ARTS FOUNDATION

Financial Officer

Mid Atlantic Arts Foundation, Baltimore MD

Mid Atlantic Arts Foundation seeks a full-time Financial Officer to manage all fiscal and accounting functions of the organization.

Located in Baltimore Maryland, 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 U.S. Virgin Islands, Virginia, and West Virginia. The organization's mission is to nurture and fund the creation and presentation of diverse artistic expression and connect people to meaningful arts experiences within the region and beyond.

Mid Atlantic Arts Foundation is an equal opportunity employer and is committed to the promotion of equity, diversity, inclusion, and access.

Responsibilities:

The Financial Officer reports to the Executive Director and works cooperatively with the financial services contractor in performing the day-to-day accounting and finance functions. The work will include but not be limited to the following:

- Manage all accounting functions, assuring that all daily transactions pertaining to receipts and disbursements are recorded in an accurate and timely manner.
- Maintain and control daily cash flow of funds through cash requests, disbursements, and interim financial reports; maintain appropriate fund balances; prepare and enter all relevant data to general ledger, accounts receivable, accounts payable, and asset depreciation schedules; prepare checks for disbursements and make deposits.
- Maintain current and historical fiscal records of the organization.
- Manage payroll system: through payroll service, document, communicate, and verify payroll changes, additions, deletions; maintain records on accrued and used vacation/sick time and provide monthly reports; verify appropriate tax filings and make payments to the unemployment trust. Ensure compliance with all payroll tax jurisdictions. Other payroll functions as required.
- Provide monthly income and expense reports reconciling reports to approved budget; prepare monthly income/expense reports by program area as requested; prepare balance sheets and cash flow reports as requested.
- Prepare financial reports for board and committee meetings and modifying budget and projections as requested.
- Track all expenses related to specifically funded projects and provide relevant financial data for interim and final reports to agencies and organizations providing support to the organization.
- Maintain insurance records for employees.
- Prepare worksheets and other materials related to annual audit and funder audits as requested.
- Compile periodic cash flow projections and analyses as requested.
- Monitor and document investments and make recommendations on vehicles that match organizational policies.
- Participate in team meetings, workshops, and other professional development opportunities.

Qualifications:

Education:

- Bachelor's Degree required preferably in Accounting or Finance or equivalent experience.

Experience:

- Minimum of five years' accounting experience preferably using fund accounting with a non-profit organization.
- Two years' experience interacting and supporting senior management.
- Experience working with non-profit boards and/or board committees a plus.

Skills:

- Ability to manage multiple projects, and be responsive to management and a variety of public and private funders on a timely basis.
- Excellent verbal and written communication skills.
- Ability to summarize and present complex financial data in an organized, concise manner.
- Able to work independently and have the ability to interact with coworkers, management, board, auditors, and funders.
- Strong administrative, organizational, and time management skills with exceptional attention to detail.

Knowledge:

- High proficiency with MS Office suite of products, including Outlook, Word, Access, Excel, PowerPoint.
- Knowledge of public and private funder reporting requirements and grant compliance.
- Knowledge of remote team meeting software and presentation tools.

Other Requirements:

- Some travel required.

Location: Mid Atlantic Arts Foundation office is located downtown Baltimore. Parking is provided. Public Transportation: numerous bus lines and Charles Center Metro stops within 2 blocks of office. During the current COVID-19 pandemic, all or some remote work will be required.

Salary Range: \$ 65,000 - \$75,000

This is a full-time position. Salary commensurate with experience. Full benefits package.

Application Deadline: Open until filled. For priority consideration, submit required information by September 8, 2020.

Required Information: Submit resume and customized cover letter explaining interest and qualifications for this role via email to hr@midatlanticarts.org.

###