

MID ATLANTIC ARTS FOUNDATION

POSITION DESCRIPTION

Position: Financial Officer

Objective: To efficiently and accurately manage all fiscal and accounting functions of the Foundation

Responsibilities: The Financial Officer reports to the Director of Operations and works cooperatively with all other staff in performing the following duties:

- Manage all accounting functions, assuring that all daily transactions pertaining to receipts and disbursements are recorded in an efficient and timely manner.
- Maintain and control daily cash flow of funds through cash requests, disbursements, and interim financial reports using a computerized ledger system; 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 in a timely and accurate manner.
- Maintain current and historical fiscal records of the foundation.
- Prepare cash requests for National Endowment for the Arts or other funds when needed.
- Prepare invoices for state arts agency contributions, shared regional arts organization activities, and other funds owed or obligated to the Foundation.
- 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. Insure 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 meetings which generally happen three times per year.
- Prepare budget modifications 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 Foundation.
- Reconcile bank statements monthly.
- Maintain insurance records for employees as well as general insurance records on foundation property and equipment including equipment inventories.
- Prepare support schedules for annual budgeting process as requested.
- Maintain inventory of and purchase office supplies and equipment.

- Track sales/income from publications and products as needed.
- Prepare monthly and annual tax reports.
- Prepare worksheets and other materials related to annual audit and periodic funder audits as requested.
- Prepare support schedules and participate in preparation of agency and project descriptive reports.
- Prepare annual updates of financial information for the “Data Arts” project and other aggregated data projects that MAAF may participate in.
- Compile periodic cash flow projections and analyses as requested.
- In conjunction with the Investment Committee and the Investment Policy, monitor and document investments and make recommendations on vehicles that match foundation policies.
- Complete and submit timely annual charitable registration applications for each of the region’s jurisdictions and any other’s that require filing.
- In conjunction with the Director of Operations, develop and implement expense allocation strategies to programs.
- Maintain contract/grant activity report on funds received and expensed on a monthly basis.
- Maintain MAAF’s Accounting Policies and Procedures Manual and update manual as changes are approved.
- Assist in the annual 403(B) pension trust accounting and form 5500 reporting.
- Other duties as assigned.

Qualifications: **The ideal candidate will possess a minimum of five years financial management/bookkeeping/accounting experience preferably using fund accounting with a non-profit organization.**

- Demonstrated ability to assume responsibility for all financial functions. Accuracy and attention to detail a must.
- Minimum of bachelor’s degree and two year’s “hand’s on” experience.

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

Send resume with salary reqs to:

hr@midatlanticarts.org.

Or to:

HR, Mid Atlantic Arts Foundation,
201 N Charles Street, Suite 401
Baltimore, Md. 21201

No calls please. www.midatlanticarts.org