

JOB DESCRIPTION

TITLE: ASSOCIATE DIRECTOR of FINANCE and HUMAN RESOURCES

REPORTS TO: Director of Finance and Human Resources (DFHR)

CLASSIFICATION: Full Time, Exempt

JOB SUMMARY: Perform any combination of calculating, posting, verifying and analyzing of numerical data to ensure financial records are accurate and complete according to Generally Accepted Accounting Principles (GAAP). Provide key support to Human Resources and Payroll functions. Work closely with DFHR to ensure timely reporting and positive communications with all staff, Board and Committee members, donors and volunteers.

ESSENTIAL FUNCTIONS - This position assumes responsibility for the following duties:

General Accounting

- Manage accounts payable; ensure completed contracts & W-9s are on file, monitor to ensure payments do not exceed contracts, and issue timely payments to all vendors and artists.
- Reconcile and process payments for organization's credit cards.
- Manage accounts receivable, including all customer/donor invoicing and payments received; process stock donations, process bank deposits, and work closely with Advancement Department.
- Ensure bank accounts are current with software entries throughout the month.
- Process retail and Pop-up /Showcase sales in accounting software and prepare timely cost analysis reports.
- Maintain accurate inventory accounting records.
- Prepare cash flow statements.
- Support the annual budget process to include data entry, provide timely reports to department managers.
- Represent Finance department in Board and Committee meetings as needed.

Human Resources

- Process bi-weekly payroll and maintain accurate PTO tracking.
- Process employee benefits, including the reconciliation and payment of monthly insurance premiums (health, dental, vision, short- and long-term disability); bi-monthly 403(b) contribution payments; enrollment and termination of benefits.
- Reconcile and pay all federal, state and local payroll taxes.
- Conduct on-boarding of new hires and off-boarding of departing staff members.
- Maintain accurate and confidential personnel files.

Reports

- Process monthly, quarterly and annual state and federal payroll tax reports.
- Generate annual W-2 and 1099 forms.
- Prepare monthly financial statements.

- Prepare schedules for annual audit and work closely with DFHR and auditors to ensure a timely and successful completion of audit and 990 filing.

Markets (IFAM | Santa Fe and Dallas)

- Process artists' fees and payments to IFAA (lodging, booth & equipment rentals, shuttle, airfare, etc.) prior to, and during the market (checks, wires and credit card transactions) and record in accounting software and artist database.
- Assist with the set up and tear down of payment stations, financial backroom and artist payout, including design and implementation of logistics.
- Process and reconcile agreed-upon artists sales, funds collected, and final payout to artists for all markets (checks and wire payments).
- Work IFAM | Santa Fe market weekend providing leadership to volunteers and staff in the depositing process and during artist payout.
- May be required to attend out-of-town markets to set up payment stations and reconciliation of artists' sales and payout (on-site or in Santa Fe headquarters).

QUALIFICATIONS

- Minimum 5 years of accounting experience, preferably with a non-profit organization.
- Bachelor's degree, preferably in Accounting, Finance or Business, or equivalent experience
- Solid understanding of accounting principles and demonstrated proficiency and experience in using accounting software, preferably QuickBooks.
- Competency and fluency with computer technology, the internet and e-mail required.
- High degree of proficiency in communicating both verbally and in writing.
- Successful completion of a background check.

CHARACTERISTICS NEEDED TO BE SUCCESSFUL in this position

- Enjoys performing the day-to-day accounting functions that maintain a strong foundation for the organization while equally adept at managing the intensity of specific projects and event production.
- Effective problem-solver and a strong "can-do" attitude; willing to work hands-on to get the job done.
- Detail-oriented, strives for accuracy while balancing the need to meet deadlines.
- Effective time management skills and pro-active communicator.
- Support and work closely with DFHR to accomplish departmental goals and deadlines.
- Professional and friendly demeanor; foster teamwork; graceful under pressure.
- Willingness to perform other duties as assigned.

PHYSICAL and OTHER REQUIREMENTS

- Ability to sit and/or stand for sustained periods of time.
- Repetitive motion – substantial movements of the wrists, hands and fingers.
- Close visual acuity to perform an activity such as preparing and analyzing data and figures, and viewing a computer terminal.
- Walking – moving about on foot to accomplish tasks, particularly moving from one work site to another during markets.

- Ability to occasionally lift up to 20 pounds.
- Exposure to both indoor and outdoor environments.
- Travel may be required.
- A valid driver's license.

SUPERVISORY RESPONSIBILITIES

- Supervise any temporary help in Finance department (including volunteers).

WORK ENVIRONMENT/DYNAMICS

This position takes place in a fast-paced environment, especially during the two months prior to and two months following production of the annual Santa Fe market in July. The incumbent should be prepared to be on-call during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable developments including changes in market structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected, as is a high degree of maintaining confidentiality, personal integrity and trustworthiness.