



THE ART EFFECT

DIRECTOR OF FINANCE Poughkeepsie, NY

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The Art Effect empowers youth to develop their artistic voice to shape their futures and bring about positive social change. Based in Poughkeepsie, we help young people in the Hudson Valley explore, experience, and excel in the arts, introducing them to visual arts and media, giving them the opportunity to develop real skills in these fields, and guiding them towards achieving their academic and career goals.

The Art Effect is in a period of growth and is looking for a full-time Director of Finance to be an effective partner to the Executive Director, leadership team, and Board of Directors in guiding the organization to fulfill an ambitious mission.

POSITION SUMMARY

The **Director of Finance** will work closely with the Executive Director, and Operations Manager, to build The Art Effect's capacity to manage its financial and administrative processes as it grows in size and complexity. Reporting to the Executive Director and working directly with several key Board Committees including Finance and Audit, the Director of Finance will oversee finance, budgeting, cash flow, accounting, vendors, and employee benefits at The Art Effect. Responsibilities will include:

Administrative

- Oversee financial/accounting policies and practices, including internal controls and bank reconciliations
- Conduct bookkeeping and billing
- Schedule and prepare materials for Finance Committee and Board meetings
- Ensure compliance with all state and federally mandated requirements
- Advance The Art Effect's resources with administration of policies and practices for compensation and benefits, including healthcare, 401K, and PTO
- Oversee personnel contracts
- Manage, prepare and submit payroll, payroll reporting, and tax forms

Financial Reporting, Projecting, and Analysis

- Manage organizational cash flow and financial forecasting
- Prepare and monitor budgets and reports for institutional proposals, grants and special projects
- Track and report on programmatic budgets across a number of funding sources

- Contribute to strategic decision-making by providing detailed, transparent financial analysis
- Communicate and present critical financial matters and overall organizational financial status to ED and Board of Directors
- Coordinate the annual audit process

QUALIFICATIONS

The successful candidate will be a proactive team player who is able to direct and drive The Art Effect's financial and administrative functions while working collaboratively with the organization's senior staff and key committee chairpersons to maintain a culture of accountability and transparency. Candidate must have:

- CPA and/or equivalent experience with a nonprofit organization of comparable scope and scale;
- Solid knowledge of and experience in nonprofit financial policy, management, and practice;
- Experience with personnel administration, human resources, and data management for nonprofits;
- At least 5-10 years of professional experience overall in the nonprofit sector; experience in the arts and/or education is a plus;
- Strong writing skills and attention to detail;
- Strong relationship skills, particularly with Board of Directors and high-level stakeholders;
- Ability to communicate financial concepts to – and effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds;
- Proficiency in accounting and reporting software including QuickBooks online, as well as in Microsoft Office and Google Suite;
- Ability to make informed, strategic decisions with a big-picture mentality;
- Ability to multi-task and prioritize multiple deadlines;
- Integrity and a dedication to the mission of The Art Effect.

TO APPLY

This is a full-time position offering medical and dental benefits, 401K, paid time off, and others. Salary range: \$67,000-\$75,000.

Please email cover letter, resumé, and 3 references to employment@feelthearteffect.org. Applications will be accepted on a rolling basis. No phone inquiries will be accepted.

Learn more about us at thearteffect.org.