



POSITION DESCRIPTION

Job Title:	DIRECTOR OF FINANCE
Department:	FINANCE
Reports To	
Direct:	ARTISTIC / EXECUTIVE DIRECTOR
Dotted Line:	EXECUTIVE COMMITTEE OF THE BOARD
FLSA Status:	EXEMPT

POSITION SUMMARY

As a key member of the Management team, the Director of Finance reports to and partners with the Artistic / Executive Director (A/ED) and is responsible for ensuring the ongoing financial health of The Arts Students League of New York, ("The League").

The Director of Finance is responsible for the full oversight of all financial matters of The League including accounting, its systems, annual audits, banking, investment and insurance. The Director of Finance creates the annual budget for the organization, is responsible for developing and analyzing The League's financial statements, interprets financial implications for The League, and is instrumental in helping to secure the financial resources needed to fund The League's operations each year while continuing to protect and grow its endowment for the long term.

This position is responsible for overseeing cash flow planning and has primary responsibility for managing all financial-related activities including general responsibility for accounting, finance, forecasting, program budgeting and its oversight.

This position is also responsible for The League's Art Store operations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Bring a high-level strategic perspective to the organization's financial needs by analyzing and interpreting financial data and recommending changes and/or opportunities to improve financial performance through programming changes, cost reduction, and/or systems enhancement.
- Ensure timely, accurate, and useful analysis of budgets, financial trends and forecasts, and financial management reporting for the A/ED and Board of Directors.
- Partner with the Artistic / Executive Director to make decisions through a financial lens and educate staff on financial literacy by meeting regularly with all operational and programmatic departments to review fiscal year-to-date data.
- Direct and oversee all aspects of the finance & accounting functions of the organization (e.g., month-end closing process, monthly financial reports, preparation and filing of external reports to satisfy government regulatory agencies).
- Provide reports on the financial implications of business activities and quarterly investment performance to the A/ED and Executive Committee of the Board; allocate expenses and earning to each of the endowment funds.
- Coordination of programming goals with profitability analysis and IT support.
- Partner with the A/ED and the Director of Programs to evaluate the financial impact of classes, class related costs or additional programs and their revenue potential.
- Meet regularly with the Director of Development to confirm awareness of all outstanding gifts, pledges, and restrictions.
- Manage processes for financial forecasting, budgets and consolidation and provide recommendations to strategically enhance financial performance and business opportunities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Be a strategic partner with the A/ED for discussing capital projects both internal and external.

OTHER RESPONSIBILITIES

- Advise organizational leadership on approaches to financing large-scale expenses.
- Prepare summary spreadsheets for monthly operating meetings with the Board involving program departments—data includes YTD actual vs. budget and previous YTD actual, as well as monthly totals highlighting opportunities & gaps.
- Coordinate audits to make sure that the proper filing of tax returns is handled in a timely manner (e.g., annual 990 for transmission to IRS).
- Management and oversight of the League's investment portfolio and investment advisors and management.
- Active leadership on the Finance Committee, the Audit Committee and the Investment Advisory Committee.
- Ensure all legal and regulatory compliance regarding financial functions is kept.
- Prepare special reports as requested by the Board or A/ED.
- Manage timely monthly financial reports to the city and state on their grants.
- Provide direction/mentor current financial staff: Controller; Senior Staff Accountant and Accounting Associate.
- Oversee and administer the organization's 401(k) plan.

UNIQUE REQUIREMENTS OF THIS JOB

- Knowledge of how nonprofit accounting differs from for-profit accounting (e.g., functional expense classifications; procedures for handling and tracking contributions, government regulatory/financial reporting systems requirements).
- Knowledge of institutional portfolio, investment theory and their management
- Strong interpersonal skills and the ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- A high level of integrity and dependability with a strong sense of urgency and results-orientation.
- A collaborative and flexible style, with a strong service mentality.
- The ability to deal with non-financially oriented staff in a culture that emphasizes mission over the financial bottom line.
- A commitment to the art education sector with a passion for the organization's mission.

QUALIFICATIONS AND REQUIREMENTS:

Job Qualifications	
Degree(s) Required/Preferred	MBA a plus.
Years of Experience Desired	10+ years in progressively responsible financial leadership roles, preferably in nonprofit, education, and/ or the arts.
Certification(s) Required/Preferred	CPA or CMA preferred.
Industry or Product Knowledge	Director level experience working in a senior financial-management role, partnering with executive staff. A combination of for-profit and nonprofit financial experience a plus.
Computer Experience:	PC proficiency essential (Windows environment); familiarity with Sage Intacct, Bill.com, PayCom and Raiser's Edge accounting software a plus.
Core Skills/Abilities Required:	Knowledge of not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles; extensive knowledge of forecasting, planning and control; ability to develop/manage budgets, analyze and interpret financial data, and analyze the return on investment to make strategic recommendations.
Additional Skills/Abilities Helpful:	Experience in fund-raising and nonprofit board experience a plus