



OREGON COAST COUNCIL FOR THE ARTS

Job Description

Job Title: Financial Manager
Reports To: Executive Director
FLSA Status: Non-Exempt – Part-Time 20-30 hrs
Update: May, 2022

POSITION SUMMARY

The Financial Manager position is responsible for maintaining and improving the efficient and effective financial operations of the Oregon Coast Council for the Arts (OCCA) including maintaining financial records, handling payroll and all accounting duties in accordance with GAAP. This position will utilize strong non-profit accounting knowledge, time management skills, attention to detail and effective problem solving to ensure success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✦ Prepare monthly journal entries and basic account reconciliations
- ✦ Produce regular accounting and other financial reports for staff and board, including monthly financial statements, cash flow reports, and budget-to-actual reports as needed. Interpret financial information so that leadership can make decisions
- ✦ Develop, refine and manage all accounting, financial policies and processes, including internal control systems
- ✦ Manage cash flow projections and budget tracking
- ✦ Execute payroll activities using a 3rd party payroll service provider
- ✦ Work with Executive Director to develop budgets to submit for grant proposals, develop financial grant reports, and to ensure compliance with grant conditions and budget restrictions as needed
- ✦ Accounts Payable:
 - Process and code invoices on a weekly basis
 - Follow up with vendors and/or staff as needed
 - Review and process credit card transactions on a monthly basis
 - Resolve discrepancies in a timely manner
- ✦ Accounts Receivable:
 - Record gifts, donations, ticket sales and other monies in a timely manner into accounting software
 - Maintain accurate and complete deposit logs and paperwork/documentation
 - Monitor, maintain and run reports from multiple credit card processing systems and platforms
 - Record credit card deposits into accounting software in a timely manner
- ✦ Prepare for annual review or audit and work with the CPA firm to complete annual filing of IRS 990
- ✦ Conduct reviews and evaluations for cost-reduction opportunities
- ✦ Ensure compliance with laws, procedures, and internal control systems
- ✦ File, scan and record retention and maintenance
- ✦ Manage & update accounting software for optimal financial reporting and budget tracking
- ✦ Work with executive director to develop organizational annual budgets and mid-year updated budgets
- ✦ Manage and monitor multiple bank accounts including performing monthly bank recons
- ✦ Perform other tasks as requested including participation in special events.
- ✦ Attend staff and other meetings as requested
- ✦ Other duties as assigned

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

EDUCATION and/or EXPERIENCE

- ✦ Bachelor's degree in business, accounting or finance, with at least five years non-profit accounting experience
- ✦ Knowledge of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB)
- ✦ Ability to develop, implement, and manage a successful internal control system with emphasis on protecting cash assets
- ✦ Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues and board members who do not necessarily have finance backgrounds
- ✦ Proficient with accounting software and spreadsheet applications
- ✦ Superior organizational and time management skills. Successful track record of setting priorities, multi-tasking abilities in a fast-moving environment, keen analytic, organization and problem-solving skills which support and enable sound decision making for organization to meet its goals
- ✦ Experience with processing payroll utilizing a third-party payroll service provider

PREFERRED QUALIFICATIONS

- ✦ Familiarity and experience with QuickBooks desktop non-profit edition
- ✦ Experience producing financials in a non-profit organization, including a track record of unrestricted and restricted funds management
- ✦ Experience with HR and personnel benefits administration
- ✦ Ability to work independently with minimal daily direction from manager
- ✦ Strong interpersonal, communication and presentation skills.
- ✦ Highly detailed and accurate
- ✦ Familiarity and experience with ADP
- ✦ Familiarity and experience with credit card processing such as Square and/or Stripe.
- ✦ Enjoys the arts

OTHER SKILLS AND ABILITIES

- ✦ Ability to be productive and calm under pressure
- ✦ Integrity, commitment, and enthusiasm
- ✦ Ability to work evenings, weekends and holidays as required
- ✦ Dependable and a self-starter

LANGUAGE SKILLS

Ability to read, analyze and interpret technical procedures, business contracts and government regulations. Ability to respond effectively to sensitive inquiries and complaints. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from staff, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such a discounts, commissions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with abstract and concrete variables.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. Ability to perform repetitive tasks such as stuffing envelopes and typing.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally may be exposed to outside weather conditions, which occasionally may include extreme cold or extreme wind and rain. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.