

Mahaiwe Performing Arts Center
Finance Manager

Full time, exempt position – available immediately.

Reports to Director of Finance & Administration

OVERVIEW:

The Finance Manager is responsible for all operations of the finance department, working closely with the Director of Finance & Administration to maintain accurate financial records, prepare all necessary financial reports and reconciliations, establish and execute internal controls and best practices, and stay abreast of current regulations and reporting requirements.

The Mahaiwe is a year-round performing arts center in the Berkshires (Massachusetts), offering a diverse program of events from on-stage headliners to classic films, HD broadcasts, lectures, and rentals. Each event and every day bring new questions, requiring a creative, thoughtful, and flexible approach. The finance department is expected to maintain exceptional standards of accuracy and control while always working cooperatively in support of the mission and team.

RESPONSIBILITIES:

- Administer accounts payable & receivable functions, receipts and disbursements.
- Prepare accurate and fully-reconciled monthly financial statements and budget reports
- Prepare payroll and administer employee benefits (11 FT/20 PT employees)
- Prepare bank reconciliations
- Manage annual audit.
- Prepare regularly scheduled federal, state and municipal reports and returns.
- Primary liaison with all departments regarding all finance-related matters and budget tracking.
- Maintain insurance policy binders; obtain and provide COI's for third-parties.
- Maintain Accounting Procedures Manual; implement and monitor accounting controls.
- Direct and supervise the work of part-time Finance Assistant.

QUALIFICATIONS:

The minimum qualifications for this position include a B.S. or B.A. degree, with at least five years of relevant experience, preferably in a not-for-profit setting. The ideal candidate will possess excellent written, verbal, organizational, and computer skills and a proven record of efficiency, problem-solving, discretion, and the ability to manage competing priorities. General knowledge of payroll and employee benefit regulations and guidelines, and familiarity with ADP payroll processing are essential, as is QuickBooks proficiency. Knowledge of Patron Manager or similar CRM/donor database software would be desirable as well.

Send resume and cover letter to hr@mahaiwe.org.

7/30/2019