

Business Manager Job Posting

Start Date: Mid-September 2019

Time: Full-time

Salary Range: \$40,000-\$50,000, commensurate with experience

Benefits: Health Insurance; Paid Holidays; Paid Time Off

Reports To: Executive Director

Application open until position is filled.

About New Urban Arts

New Urban Arts is a nationally-recognized community arts studio for high school students and emerging artists in Providence, RI. Our mission is to build a vital community that empowers young people as artists and leaders to develop a creative practice they can sustain throughout their lives.

Overview

New Urban Arts seeks an experienced non-profit worker OR relatively new non-profit worker with a passion for learning to serve as our new business manager. The Business Manager administers New Urban Arts' finances, operations, and HR systems. Within the first few months in the position, the business manager will hire and begin supervising an operations coordinator.

Responsibilities

Financial Management:

- Provide regular financial reports to New Urban Arts' board of directors and staff in order to facilitate strategic, organizational, and program decisions.
- Process all transactions including payables, receivables, and deposits in New Urban Arts' accounting system (Quickbooks).
- Ensure accurate and prompt receipt of payment for all accounts receivable, in some instances working with Director of Development to ensure payment of gift pledges.
- Reconcile bank and credit card accounts; meet regularly with development staff to reconcile donations as recorded in fundraising database.
- Ensure accurate and prompt payment of accounts payable.
- Implement and monitor financial controls.
- Work with Executive Director and bookkeeping consultant to ensure accurate, timely reporting of financial documents to outside agencies, including annual audit and 990s.

Operations:

- Establish and maintain suitable systems for tracking and managing purchasing, including working with the program staff to convey budgetary and cash flow constraints.
- Establish and manage accounts with frequently used vendors for non-program services, such as insurance, utilities, and office supplies, ensuring that New Urban Arts is receiving the greatest value and the lowest prices for all services and products purchased.
- Ensure the organization's operations manual is updated and maintained.
- Maintain compliance with various registries/databases, such as DUNs and Guidestar.
- Manage and supervise the operations coordinator, whose job it is to ensure that the operational, inventory/purchasing, safety, and facilities needs of New Urban Arts' youth programs are met promptly and seamlessly, including:
 - Compliance with safety/facility inspections,

- Equipment and facility repairs,
- Processing purchase orders and supply requests, managing inventory and storage,
- Communication with service vendors, such as cleaners and waste management,
- Prepping for events.

Human Resources:

- Handle hiring logistics including starting new employees on payroll and benefits.
- Manage benefits, including health care and retirement.
- Ensure that staff is familiar with personnel policy and that personnel policy is updated and maintained as appropriate.
- Handle payroll; ensure that the staff is compensated regularly and accurately.
- Ensure that all staff understand the benefits available to them as employees and are correctly enrolled in the programs they choose.
- Maintain and update personnel files as necessary.
- Ensure compliance with employment law and regulations.
- Track vacation and sick days.
- Implement the professional development and training plans of other staff members, with support from their supervisors and the Executive Director.

Fundraising:

- Support grantwriting and grant management with budgetary and other financial reporting.
- Ensure that the organization is in financial compliance with grants, including invoicing for reimbursable grants.

Qualifications

As mentioned, we are open to both experienced non-profit worker and relatively new non-profit workers for this position; accordingly, we plan to offer extensive on-the-job training to the selected candidate. The right candidate will meet the following requirements:

- A commitment to New Urban Arts' mission and values.
- Four or more years of non-profit experience, including experience in finance, operations, HR, management, and/or fundraising.
- Strong project management skills with the ability to independently manage complex, multifaceted projects and meet deadlines.
- Supervisory experience.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Flexibility, inclusiveness, and strong collaborative skills.
- Experience with bookkeeping and/or database software, as well as Microsoft Excel OR a demonstrated ability to learn and master new software and technology rapidly.
- Uncompromising integrity and respect for confidentiality in handling sensitive personnel information.

TO APPLY

Send a resume and cover letter to sophia@newurbanarts.org, subject: Business Manager. Please save your resume and cover letter as pdfs and send them as separate attachments; do not include them in the body of your email. Address your cover letter to Executive Director Daniel Schleifer.

New Urban Arts is an equal opportunity employer.