Time: Full-time
Reports to: Executive Director
Salary Range: $70,000-$75,000 commensurate with experience
Benefits: Medical, Dental, Retirement, plus generous paid time-off policy.
Reports to: Executive Director
Start Date: September 2023

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 serve as a welcoming community of high school students and adult mentors in Providence sharing space, skills, and resources to inspire creative expression. To fulfill our mission, New Urban Arts relies on a mixture of staff educators, referred to as Resident Artist Mentors, and volunteer educators.

To get a sense of our programs in action, visit: https://youtu.be/tePJRZyB9E1

Overview
New Urban Arts seeks a nonprofit professional with financial management experience to serve as our new Director of Finance and Operations. The Director of Finance and Operations is a key leadership position that manages New Urban Arts’ finances, operations, HR, and compliance. This includes supervising our Operations Coordinator as well as managing relationships with our external accounting firm/bookkeeper, auditor, and HR consultant. This also includes managing our Quickbooks and Bill.com accounts. The Finance and Operations director works closely with the Executive Director and the Treasurer of our Board of Directors to plan effectively for the organizations’ long-term fiscal health.

Responsibilities
Financial Management:

- Manage, supervise, and ensure accuracy of New Urban Arts’ external accounting firm/bookkeeper, including prompt transmission of all payables to bookkeeper.
- Create, implement, and maintain systems to ensure that New Urban Arts staff properly label and document payables (including invoices, reimbursements, and credit card receipts) so that our bookkeeper can promptly enter them into Quickbooks, tag them appropriately (by category, class, and donor), and initiate payment in Bill.com.
- Approve payments in Bill.com and cut checks in instances where immediate payments are needed.
- Process accounts receivable in Quickbooks.
- Make bank deposits and 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.
• Meet regularly with development staff to reconcile donations as recorded in fundraising database.
• Maintain and periodically review New Urban Arts’ chart of accounts and class list in Quickbooks.
• Oversee financial reporting, including bimonthly financial statements for New Urban Arts’ board of directors.
• Implement and monitor financial controls.
• Work with Executive Director to manage the annual audit process.
• Work with leadership team to develop and manage the organization’s annual budget, including revenue projections, expense projections, and annual budgets for each of our programs.

Fundraising:
• Support grantwriting by preparing financial statements and organization budgets, responding to financial narrative questions, and supporting program directors in developing project budgets.
• Support grant management with appropriate financial reporting and compliance, including invoicing for reimbursable grants.

Operations:
• Develop, implement, maintain, and update operational policies, procedures, and systems.
• Establish and maintain suitable systems for tracking and managing purchasing, including working with staff to convey budgetary constraints.
• Maintain compliance with various registries/databases, such as DUNs and Guidestar.
• Oversee procurement and vendor management processes for non-program services (such as insurance and utilities), negotiate contracts, and monitor service levels.
• 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:
  o Compliance with safety/facility inspections.
  o Equipment and facility repairs.
  o Processing purchase orders and supply requests, managing inventory and storage.
  o Communication with service vendors, such as cleaners and waste management,
  o Prepping for events.

Human Resources:
• Select, then manage and supervise a new external HR consultant for New Urban Arts.
• Develop and implement human resources policies and procedures, including recruitment, onboarding, performance management, and employee development.
• Oversee payroll, benefits administration, and employee records management.
• Ensure compliance with employment laws and regulations.
• Foster a positive organizational culture and maintain a diverse and inclusive work environment.
• Handle logistics of hiring, onboarding, and offboarding employees.
• Ensure that staff is familiar with personnel policy and that personnel policy is updated and maintained as appropriate.
• Maintain and update physical and digital personnel files.

Qualifications
The right candidate will meet the following requirements:
• A commitment to New Urban Arts’ mission and values.
• Five or more years of nonprofit experience, including experience in finance, operations, HR, management, and/or fundraising.
• Strong financial management skills, including budgeting, financial analysis, and reporting.
• Knowledge of nonprofit financial and accounting principles, regulations, and best practices.
• Demonstrated leadership abilities, with the capacity to inspire and motivate teams.
• Excellent interpersonal and communication skills.
• Uncompromising integrity and respect for confidentiality in handling sensitive personnel information.
• At least two years of experience with bookkeeping software (Quickbooks preferred).
• Familiarity with database software, such as Salesforce.
• Intermediate Microsoft Excel skills.
• Strong project management skills with the ability to independently manage complex, multifaceted projects and meet deadlines.
• Supervisory experience.
• Excellent written and verbal communication skills.
• Flexibility, inclusiveness, and strong collaborative skills.

TO APPLY
Send a resume and cover letter to daniel@newurbanarts.org, subject: Director of Finance and Operations. In your cover letter, please answer the question, "Why do you want to work in an administrative role at an organization that provides free afterschool and summer programs, in the arts and beyond, to high school students?"

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; BIPOC candidates are strongly encouraged to apply._