



Director of Finance & Administration

Creative Art Works is seeking a full-time Director of Finance & Administration (DFA). The ideal candidate has strong nonprofit accounting experience, an interest in the arts and/or youth development, and is enthusiastic about working collaboratively as an integral member of a passionate, dedicated full-time staff of ten.

The DFA will play a vital role in partnering with the management team in strategic decision making and operations as CAW continues to enhance its quality programming and build capacity. This is an excellent opportunity for a finance and operations leader to build the internal capacity of a well-respected, high-impact organization. (For the right person, CAW will consider onboarding as a Senior Manager of Finance & Administration with growth potential.)

About Creative Art Works

Creative Art Works ("CAW") is a 38-year-old nonprofit that improves the lives of thousands under-resourced youth each year through in-school and out-of-school-time classes, community art-making events, and our renowned public art youth employment program. Working in NYC public schools, community centers, juvenile justice settings and parks, CAW provides dynamic arts experiences for youth who otherwise lack access. Our programs build confidence, unlock a love of learning, and teach valuable technical, social/emotional, life and job skills, all while creating profound connections between our young constituents, their art and their communities.

Summary

The Director of Finance & Administration (DFA) will report to, and be a critical thought-partner of, the Executive Director, and will be responsible for the daily execution and management and of all operational, financial, and business functions of the organization. This includes timely and accurate monthly financial reporting, internal controls, policies and procedures, budgeting, the annual audit, tax filings, and more. He/she/they will also supervise the existing Human Resources & Office Manager, who currently performs certain bookkeeping functions and manages accounts payable, accounts receivable, onboarding of personnel, payroll, outside IT support, and the general office needs of the organization.

The DFA will receive a competitive compensation package including generous benefits and PTO, and a flexible work environment.

Roles & Responsibilities

Finance

- All hands-on accounting, budgeting, and forecasting activities
- All bookkeeping functions including proper maintenance of the chart of accounts, expense allocations, and oversight of accounts receivable, payable, and associated coding
- Directly manages the integration of financial systems to generate reports, e.g., between Excel, QuickBooks, Paychex, Bill.com, and banking and credit cards, etc.
- Reconcile donation data between QuickBooks and CRM (Neon) in collaboration with Development Manager
- Analyze, present and clearly communicate financial reports and statements in an accurate and timely manner to the Executive Director and Board President and to the full board at its regular meetings; provide analysis and financial reporting for grant applications.
- Manage banking relationship and activities including bank and credit card account reconciliations, CDs, and line of credit
- Manage the annual audit and 990 filing process, retaining and working closely with external auditors, with the support of CAW's Human Resources & Office Manager, and coordinating with leadership on board review and approval
- Lead the annual budgeting and planning process in conjunction with the Executive Director and other management staff and prepare for presentation to the Board.
- Monitor and report on any deviations from the budget throughout the fiscal year, including preparing monthly management reports and a mid-year forecast

- Support grants / contract registration and compliance, particularly with respect to governmental funding and earned income
- Ensure adherence to internal controls, meeting industry best practices and ensuring compliance with all tax, audit, insurance and other regulatory requirements of all government agencies, including the filing of all tax returns, W-2s and W-9s, and any 1099s

Administration

- Oversee the management and administration of employee payroll and employee benefits, including group health and disability insurance and staff retirement plans
- Complete annual renewal of corporate insurance policies
- Ensure adherence to existing policies, and lead the development and implementation of new policies, including the employment handbook

Requirements

- An accounting and finance executive with a minimum of 8-10 years of experience in accounting, financial reporting, budgeting, business operations, compliance, and grants management, in particular with demonstrable nonprofit expertise
- Minimum of 5 years supervisory experience
- Bachelor's degree in accounting or equivalent education and experience; master's degree and/or CPA license preferred
- Experience in account analysis, allocation, data import / exports, reconciliations, and monthly closings
- Significant experience in efficient coding, budgeting, financial analysis, and the management of grants and other restricted funding
- Clearance in background check and NYC fingerprinting a must
- Exceptional written, oral, and interpersonal communication skills as well as the ability to effectively interface with executive management, the Board of Directors, and various constituencies
- Ability to communicate technical budget and financial information to others who do not have accounting or financial backgrounds
- Deep, hands-on knowledge of QuickBooks or similar accounting system; proficiency with Microsoft Office Suite, including advanced skills in Excel

Desired Qualifications

- A self-starter and systems thinker
- Experience in a non-profit organization with a \$2MM+ operating budget
- Experience in an arts or youth development organization; experience with NYC agency procurement a plus
- Experience with Neon or other customer relationship management system
- Experience with Paychex or another payroll processor

Compensation, Benefits, and Schedule

- \$100,000 – \$120,000 annual salary range
- Health insurance, currently 92% employer paid, plus 50% of additional cost for family coverage
- Vision and dental insurance, employer paid
- Life and AD&D insurance, employer paid
- Option to participate in 401K, FSA, and CommuterCheck plans
- Generous PTO policy and holidays

The DFA will generally work Monday through Friday, 9am-5pm, with the opportunity for flex time as well as some remote work once fully onboarded. Some board and committee meetings and events will involve morning or evening hours. Work must be performed at 100 W 33rd St, New York, NY 10001, USA.

To Apply

Please send a letter of application and resumé via email to: jobs@creativeartworks.org. Please include "Director of Finance & Administration" in the email subject line. No phone calls please.

Creative Art Works is an Equal Opportunity Employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Creative Art Works does not discriminate on the basis of disability, age gender identity and expression, national orientation, race and ethnicity, religious beliefs, or sexual orientation. We welcome all kinds of diversity.