Finance Director

This is a great opportunity for a finance professional who loves art, wants to make a difference in Vermont through mission driven work, is seeking flexible, primarily remote work, and wishes to be a part of a high functioning team of dedicated professionals.

The Vermont Arts Council, an independent nonprofit statewide organization based in Montpelier, seeks an experienced finance director to oversee financial operations.

About the Arts Council

Since 1965, the Council has been the state’s primary provider of funding, advocacy, and information for the arts in Vermont. It is the only designated state arts agency in the U.S. that is also an independent nonprofit organization. The Arts Council board and staff envision a Vermont where all people have access to the arts and creativity in their lives, education, and communities. Engagement with the arts transforms individuals, connects us more deeply to each other, energizes the economy, and sustains the vibrant cultural landscape that makes Vermont a great place to live. To advance this vision, the Council awards grants to artists, cultural organizations, schools, and communities, and supports the creative sector through technical support, research, and advocacy.

Position Description

The Finance Director works closely with the Executive Director and Deputy Director to oversee financial operations. This position’s portfolio includes financial management, benefits management, and serving as an effective liaison to the board finance committee. The person in this position supervises a part-time finance administrator.

Responsibilities

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; prepare reports for all financial, project and grants accounting, ensure that accounting systems and financial records are maintained in accordance with Generally Accepted Accounting Principles, and in compliance with the Council’s federal, state, and private funders.
- Coordinate and lead the annual audit process, liaise with external auditors, assess any changes necessary.
- Oversee and lead annual organizational budgeting and planning process and create budgets for each funding source in conjunction with the ED and Deputy ED; monitor progress and changes and keep team members updated on the organization’s financial status.
- Manage cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; improve the finance department’s overall policy and procedure manual.
Qualifications

- Strong financial administration and budgeting skills.
- Ability to track and report on complex state and federal grants.
- At least 5 years’ experience in a senior financial management position.
- Has had experience in and final responsibility for the quality and content of all financial data, reporting and audit coordination.
- Ability to translate financial concepts and effectively collaborate with colleagues who do not necessarily have finance backgrounds.
- Flexibility and willingness to balance multiple projects and organizational needs.
- Technologically savvy with deep experience with accounting and reporting software - currently Blackbaud FE NXT and Microsoft Office.
- Ability to supervise and mentor staff.
- A successful track record in setting priorities; keen analytic, organizational and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Demonstrated interest in the Council’s work and mission.

Compensation

This is a part-time, 20 hours per week position with flexible hours. Salary range is $40,000 - $47,000 ($38.46 - $45.19 per hour). The work is primarily remote, with occasional travel to office for staff and board meetings.

Benefits include generous paid time off, a collaborative working environment, an employee assistance program, and a 403b retirement plan.

How to Apply

Applications will be accepted through the end of May, although interviews will begin earlier. Please send a resume, cover letter, and contact information for three references to: info@vermontarts council.org with “ATTN: Finance Director Position” in the subject line.

The Vermont Arts Council is committed to providing an environment of mutual respect and meaningful inclusion and highly encourages women, persons with disabilities, and people from diverse racial, ethnic and cultural backgrounds to apply.