Finance Director

This is a great opportunity for a finance professional who loves the arts and creativity, 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, supervision and oversight of benefits and payroll, and serving as an effective liaison to the board finance committee. The person in this position supervises a part-time finance administrator.

Responsibilities

- Audit
  - Coordinate and lead the annual audit process, consult with external auditors, assess any changes necessary.

- Financial Reporting and Grant Fund tracking
  - 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 prepared in accordance with Generally Accepted Accounting Principles, and in compliance with the Council’s federal, state, and private funders.

- Budgeting
  - 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 and forecasting.
• Update and implement all necessary business policies and accounting practices; improve the finance department’s overall policy and procedure manual.
• Staff Management: Supervise 1 part-time finance administrator who is responsible for bookkeeping, payments, benefits administration, and payroll.

Qualifications

• Audit coordination experience – Have experience in and final responsibility for the quality and content of all financial data and reporting
• Blackbaud FE NXT accounting software (or equivalent) and advanced Excel skills - Technologically savvy with deep experience with accounting and reporting software and Microsoft Office.
• Grants tracking – Proven ability to track and report on complex state and federal grants.
• Proven experience supervising and mentoring staff.
• Strong budgeting skills.
• At least 5 years’ experience in a senior financial management position
• 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
• 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. The work is primarily remote, with occasional travel to the office for staff and board meetings. The salary range is $50,000 - $55,000 ($48.08 - $52.88 per hour).

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

How to Apply

Please send a resume, cover letter, and contact information for three references to: info@vermontartscouncil.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.