

## **JOB DESCRIPTION**

**TITLE: FINANCE DIRECTOR**

**DEPARTMENT: FINANCE**

**Virginia Arts Festival**, a non-profit organization, is seeking a full-time Finance Director. We are one of the leading performing arts organization in the Mid-Atlantic region and producer of the largest spring performing arts festival in the United States. We produce more than 100 cultural programs and events each year in multiple cities in the region. We have a \$8M+ budget and have diverse funding from federal, state & local grants, donor contributions, earned program revenue as well as distributions from endowments.

### **Job Description:**

- Reports directly to the Executive Director
- Part of the senior management team
- Oversee the Finance Manager/HR Manager
- Oversee the Finance Assistant
- Responsible for the financial management & reporting financial information to Board of Directors and senior management
- Oversees all financial operations and accounting systems
- Assist & develop detailed forecasts and budgets
- Provide weekly reports of asset standings, accounts payable and accounts receivable to Executive Director and monitor cash flow
- Maintains banking & fiduciary relationships, including investments, treasury services, retirement funds & line of credit
- Maintains relationship with Investment Broker where endowments exist
- Maintain relationship with Insurance Broker and ensure company has proper coverage
- Prepares monthly invoices
- Transfer funds between accounts as needed
- Maintains Restricted Schedule and Campaign Pledge Receivable Schedule
- Maintains and post entries for non-cash and In-Kind Donations for the year end audit
- Reconciles investment accounts for Campaign funds and other endowments
- Analyzes General Ledger Accounts on a monthly basis for accuracy
- Co-ordinate, analyze and report the financial performance to management & Board of Directors

- Present monthly financial statements to the Executive Committee and at Full Board meetings
- Prepare and monitor annual budget to actual revenue and expenses
- Responsible for preparing year-end projections and work with staff who are responsible for each departments budget
- Oversee annual audit and process schedules required for annual audit
- Prepare & submit monthly admission taxes and other non-profit reports (SCC, etc.)
- Maintain Fixed Asset schedule
- Process settlements for events as required
- Coordinate with the Development office to ensure the accuracy of annual fund and campaign entries
- Balance each month with Development for Government, Foundation, Corporate and Designated schedules
- Ensure responsible departments take action to initiate collections of Accounts Receivables and oversee collection if needed
- Provide financial information for grant and foundation requests
- Manage account balances in Investments and implement distributions accordingly

#### **CONTACTS:**

Internal: VAF senior staff, VAF Board of Directors

External: Banks, City finance departments, Auditors and Insurance Broker

#### **QUALIFICATIONS:**

- Minimum of a Bachelor's degree in accounting.
- Experience that includes overseeing a \$5M+ budget
- At least Seven (7) years overall professional experience, with broad financial & management experience with knowledge in a non-profit setting
- Knowledge of budgets & financial reporting systems
- Excellent written & oral communication skills, including strong organizational & interpersonal skills
- Excellent analytic skills
- Ability to work quickly and efficiently
- Supervisory experience including strong leadership skills
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel)
- Experience with Sage Business Works accounting software and Tessitura CRM software a plus
- Experience with non-profit performing arts organization a plus

**BENEFIT PACKAGE INCLUDES:**

Optima HMO Health Insurance Gold Plan 100% cost for the employee will be paid by VAF  
SIMPLE IRA-eligible for 3% match after 1year of employment

10 paid Holidays per year

6 paid sick days per year

3 paid personal days per year

10 paid vacation days per year (plus additional days based on tenure at VAF)

Parking

**Job type:** Full Time

**Location:** Norfolk, Virginia – In Office

Salary based on experience.

**All new hires must submit to a background check. VAF is an EOE/Drug Free workplace**

Please submit your application to us by email ([SSargent@vafest.org](mailto:SSargent@vafest.org)) including a cover letter, resume, and list of three references. Subject line should include **“Application – Finance Director.”** Resume reviews will begin immediately. Successful background check will be required prior to start date.

**Closing Date:** Applications accepted until position is filled.