

Atlas Performing Arts Center

Director of Finance and Administration

Position Description

The Atlas Performing Arts Center is an historic and cultural icon in the Near Northeast community of Washington, DC. Originally a 1930's movie house, the Atlas was reborn in 2005 as a community based performing arts center that became a catalyst for the revitalization of DC's H Street NE corridor.

Since inception the Atlas has been a creative space for artists and audiences alike to explore the ideas and issues of our time. We nurture an equitable home for artists representing our diverse community while leveraging partnerships and programs that reflect the best of the arts and our humanity.

At the Atlas we believe the arts are essential to an innovative, diverse, inclusive, and just society and that our venues provide a critical resource to performing artists, arts organizations, and the communities we serve.

Atlas' core values center around inclusion, collaboration, creativity and innovation, and leadership.

Director of Finance and Administration

Employee Class: Full Time Exempt

Reports to: Executive Director

Work Location: 1333 H Street NE, Washington DC, 20002

Job Summary:

The Director of Finance and Administration (DFA) manages the day-to-day financial accounting for the organization. The DFA oversees and manages all aspects of accounts payable, accounts receivable, payroll accounting and processing, financial reporting, insurance and risk management, financial controls, budget development, data collection, audit preparation and management. The DFA maintains sound financial policies and procedures ensuring compliance with applicable accounting standards and appropriate record keeping. The DFA provides comprehensive support to the Executive Director and to the external auditors. Additionally, the DFA oversees all aspects of Human Resources and employee practices.

Supervisory:

Offsite Financial, Bookkeeping Consultants, and Human Resource consultants

Duties and Responsibilities:

Finance and Accounting

- Day to day accounting (A/R, A/P, Payroll, Cash Receipts and Disbursements, Cash Flow, Retail Sales etc.) with oversight on bookkeeper data entry.
- Manage all collections on client invoices and oversight on all purchases.

- Financial reporting (monthly financial statements, quarterly reporting requirements, annual reporting requirements, grant reporting, etc.).
- Oversee and manage all data collections and entry/submission for Data Arts and Department of Housing and Community Development as required.
- Review and analysis of financials for Finance Committee, Board, and Staff.
- Advise development staff and assist with grant proposals, reporting, tracking of restricted funds, and reporting to external stakeholders.
- Develop and supervise annual budget process, presentation, monitoring and adjustments.
- Participate in planning, including financial assumptions and projections for long term strategies.
- Cash management of all bank accounts and investment accounts, and preparation and monitoring of cash flow projections.
- Oversee, manage, and facilitate annual audit and 990.
- Maintain and update policies, procedures, and controls as necessary.
- Work with all levels of management including but not limited to Development, Operations, Production, Patron Services, and Programming.
- Support fellow team members in their duties as necessary and assigned to ensure organizational success.
- Manage and develop strong stakeholder relationships relative to Atlas partnerships
- Participate in planning processes, whether for program review, prospective grant submissions, or long-term strategies.

Administration and Human Resources

- Oversee and manage HR policies and practices, including hiring, enrollment, terminations, and maintenance of employee files.
- Ensure compliance with Federal and DC employment laws.
- Oversee and manage benefits administration and compliance.
- Supervise and guide annual performance evaluation process.
- Ensure a safe work environment for all employees, equitable employment policies and practices, and a clear commitment to diversity and inclusion throughout the organization.

Skills/Abilities/Experience

- Five to seven years of related financial and accounting experience in a nonprofit arts organization required. Additionally, broad-based general management experience preferred.
- Expertise in Quickbooks and payroll systems applications required. Salesforce and point-of-sale applications preferred. Proficient in Microsoft O365.
- Excellent communication skills, including ability to present financial information to diverse groups (both internal and external).

- Organized with attention to and a keen eye for detail.
- Strong analytical and math skills and proven managerial, problem-solving, and strategic planning capabilities.
- Ability to coordinate and prioritize multiple projects within a deadline driven environment
- Excellent interpersonal skills and ability to work well with a team.
- Ability to multi-task under time constraints and effectively lead staff and support teams.
- Ability to operate in a flexible manner and adapt to changing circumstances while maintaining a good sense of humor.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to communicate in person, on the telephone, and electronically. The employee is frequently required to use hands to finger, handle, or feel in order to operate computer keyboard, office equipment, and other essential tasks. The employee is frequently required to sit, stand, walk, bend, stoop, crouch, and reach with hands and arms. Office environment - primarily seated, using computer, phone and other routine office equipment.

Atlas DEI Statement

The Atlas is committed to attracting and retaining a diverse staff that honors their experiences, perspectives and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Compensation/Benefits:

\$85,000

Benefits package includes health, dental, and vision insurance, paid vacation, holiday, personal days and sick leave, Costco membership, retirement.

Atlas EEO Statement

An Equal Opportunity Employer Atlas Performing Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply:

Interested candidates should submit a cover letter, resume, and three professional references via atlasperformingartscenter.easyapply.co