WhartonARTS

60 Locust Avenue
Berkeley Heights, NJ 07922
(908) 790-0700

Position: Director of Finance
Weekly Schedule: Full-Time, Hybrid In-Person/Remote
Salary Range: $90,000 - 95,000, benefits eligible (health, dental, vision, life)

Job Description:
Wharton Arts is seeking a new Director of Finance to work closely with the new President and Chief Executive Officer, driving change that promotes stability and prepares for future growth of the organization's well-regarded programs. The annual budget is approximately $4 million, and the organization employs 18 full-time and 120 part-time employees across three locations, serving 2,000 students each year with community music and creative youth development programs. The Director of Finance is responsible for all financial records, financial strategy, reporting and analysis.

Responsibilities:
Finance:
- Responsible for budget and forecasting processes.
- Partners with CEO in formulating strategy.
- Interfaces with four Program Directors on budget and forecasting updates.
- Prepares financial reporting for Board Finance Committee and Board meetings.
- Manages student financial aid/scholarship process.
- Provides ad hoc financial analysis needed for business decisions, board inquiries, tour financing, etc.
- Supports Development with financial schedules and reporting for all Grant applications/reports.

Risk Management Oversight:
- Reviews monthly financial close, approving all adjusting and closing entries.
- Manages annual audit and annual federal and state filings with external auditors.
- Provides representation in banking relationship.
- Approves payroll.
- Interfaces with insurance agent on matters involving insurance policies.
- Completes biannual small business certification.

Decision Making Authority**:**
- All contracts impacting finances.
- Spending authorizations within approved budgets/forecasts.

Reports To: President and Chief Executive Officer
Supervises: Comptroller

Skills/Qualifications:
- Certified Public Accountant (current preferred)

60 Locust Avenue
Berkeley Heights, NJ 07922
(908) 790-0700

- Proficiency in QuickBooks, Excel, Word, PowerPoint
- Efficiency and organization skills
- Ability to handle multiple deadlines at once
- Nonprofit experience preferred

Wharton Arts is an equal opportunity employer and welcomes candidates from diverse backgrounds to apply. Please send your resumé to jobs@whartonarts.org.

60 Locust Avenue
Berkeley Heights, NJ 07922
(908) 790-0700

Timeline of Financial/Human Resource Responsibilities:

Ongoing

- Coordinate with Comptroller on clearing daily bank feed as well as updating daily cashflow analysis.
- Continuously update the full year forecast in preparation for Finance Committee Meetings and Board meetings.
- Execute monthly close with adjusting journal entries and review of actuals.
- Execute ongoing onboarding and offboarding for changes in faculty and staff.
- Provide assistance with Timesheets and complete the review and approval of timesheets for bi-weekly payrolls.
- Execute bi-weekly payroll in conjunction with the Comptroller.
- Provide ongoing financial analysis for Development (events, grants), programs (new events, tours) and the organization.
- Manage all Financial Assistance requests and coordinate with PAS, NJYS and NJYC.
- Attend All Staff and Senior Staff meetings – provide an update for Finance/Human Resources for each meeting or as needed.
- Create and send invoices for all ongoing contract services. Track and manage Accounts Receivable balances.
- Responsible for all bank interactions.
- Coordinate with Comptroller on all organization insurance renewals.

July/August

- Year-end close: Actuals review, closing journal entries

60 Locust Avenue
Berkeley Heights, NJ 07922
(908) 790-0700

- Confirm audit dates with external auditor and coordinate engagement letter for signature by CEO.
- Prepare schedules for audit and provide field work information to audit team for testing selections.
- Prepare and issue all faculty contracts for PAS, NJYS and NJYC.
- Work with PMP on service contract renewals.
- Compile and provide frequent updates to Program Directors on financial aid requests and approvals (this is the heaviest season for requests, but they trickle in all year for PAS).
- Update board roster and board committee schedule for review and approval by Board Co-Chairpersons and CEO for the next fiscal year.
- Update the Strategic Plan scorecard after coordinating updates from Senior Staff. Create a Strategic Plan presentation for the semi-annual Strategic Plan Committee Meeting.

September/October

- Manage on-site audit and provide information as needed to audit team.
- Prepare and issue all faculty contracts for PMP.
- Prepare a Finance Committee and Board presentation on latest full year forecast vs. budget for September meeting.
- Contact Health Insurance agency to coordinate upcoming open enrollment for benefits.
- Every other year, prepare the Small Business certification for health benefits.
- Communicate open enrollment with employees for the month of October with a deadline of November 1st for enrollment and changes. Coordinate with agency for changes.
- Wrap up audit report and schedule with Auditors to prepare the draft report and findings.
- Schedule with the Finance Committee to meet with the Auditors on the final report and findings at the November Finance Committee meeting.

60 Locust Avenue
Berkeley Heights, NJ 07922
(908) 790-0700

- Prepare for Human Resource Advisory Committee quarterly meeting to address ongoing human resource challenges.

November/December

- Coordinate with Comptroller to enter new deductions in Paycom for health care deductions by employee, effective December 1st.
- Plan the organization holiday party through Senior Staff meeting (determine best date and format).
- Prepare a Finance Committee and Board presentation on latest full year forecast vs. budget for November meeting.
- Work with Insurance Agency and Comptroller to complete applications for insurance renewals which include Liability/Umbrella, Directors & Officers, Cyber, AD&D and travel (if needed). Most renew on 1/1 and two renew on 2/1.
- Prepare for Human Resource Advisory Committee quarterly meeting to address ongoing human resource challenges.
- Finalize any planning for summer camps (offerings, pricing and enrollment projections).

January/February

- Prepare the January forecast & related schedules for the Finance Committee and Board meeting.
- Update the Strategic Plan scorecard after coordinating updates from Senior Staff. Create a Strategic Plan presentation for the semi-annual Strategic Plan Committee Meeting.
- Establish Budget guidelines for the upcoming fiscal year and schedule budget meetings to begin in February.
- Prepare the Budget spreadsheets and financial formats for the budget meetings. Send out a communication to department/program directors to start reviewing and entering their program budgets.
- Meet with senior staff on compensation changes for upcoming year.

March/April

60 Locust Avenue
Berkeley Heights, NJ 07922
(908) 790-0700

- Prepare the March forecast & related schedules for the Finance Committee and Board meeting.
- Prepare preliminary budget reporting and present to Finance Committee for direction and feedback.
- Prepare for Human Resource Advisory Committee quarterly meeting to address budget compensation challenges/goals/measures.

May/June

- Prepare preliminary budget reporting and present to Finance Committee for direction and feedback in May. Present a final budget for approval in June.
- Work with Student Services to update next year's tuition and pricing structure for upcoming (next season) enrollments.
- Prepare for year-end with adjusting and closing journal entries.
- Finalize a financial aid form with the senior team for upcoming enrollments.
- Compile and provide frequent updates to Program Directors on financial aid requests and approvals.