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August 2022

## Finance Manager

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Finance Manager position plays a vital role in helping GrubStreet run smoothly in service of our mission.

We are looking for an experienced bookkeeper or accountant to join our diverse team as the Finance Manager. This role will be responsible for the management of the financial and budgeting functions in our organization, including the day-to-day work of financial operations, monthly financial reporting, budget creation and monitoring, and yearly audit prep. The Finance Manager will report to the Director of Administration and Operations and work closely with the senior leadership team and our outsourced accounting team to ensure that the organization has timely and accurate financial reporting and strong financial systems.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity and inclusivity because the excellence of our work and the value of its impact depend on them. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce.

### Responsibilities

- Manage the day-to-day financial operations within the organization and work closely with our outsourced accounting team to:
  - Manage bank account reconciliations, credit card reconciliations and cash management
  - Oversee accounts payable and receivable
  - Oversee payment plans and scholarship reconciliation
  - Conduct monthly financial reporting and reconciliation with teams

- With outsourced accounting team, prepare timely and accurate monthly financial reports including balance sheet, profit and loss, cash flow, forecasts, variance analysis and other reports as needed throughout the year
- Responsible for the administration of payroll and benefits in collaboration with the HR Manager – implementing and maintaining systems, contract management, vendor relationships, record keeping, and ensuring compliance with all state and federal wage and employment regulations
- Support the Senior Leadership Team, the Finance Committee and Board of Directors by providing required and requested information
- Support the development department by providing financial information required for grant applications and foundation and donor reporting
- Work closely with department leads and Senior Leadership Team in annual budgeting process and ongoing budget monitoring; provide consultative support to planning initiatives through financial analysis
- Work closely with outsourced accountants in year-end audit process and implementation of recommendations
- Regularly evaluate financial processes and systems for efficiency, internal controls and compliance and through a DEIB lens
- Participate in organization-wide meetings, trainings, planning sessions and working groups

## Structure

- Finance Manager will be supervised by the Director of Administration and Operations and will supervise the Finance & HR Associate
- Finance Manager will work closely with our outsourced accounting team that provides CFO, accounts payable and bookkeeping services
- Finance Manager will work closely with Senior Leadership Team and all department heads

## Qualifications

- At least 3-5 years of progressive financial management experience, with experience at a 501(c)3 organization and/or arts organizations a plus
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Excellent management and communication skills, including ability to work with various departments and diverse teams effectively
- Excellent analytical and diagnostic skills
- High degree of integrity and discretion with confidential information
- Commitment to racial justice and GrubStreet's mission
- Experience with QuickBooks, nonprofit accounting principles and program-based budget strongly desired

## About the Organization

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

## Position Details

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The salary range for this position is \$60,000-68,000, commensurate with experience.

## CONTACT INFORMATION

**Instructions:** Please submit your resume and cover letter at this link:

<https://airtable.com/shr7iOIXjJZC4Foyy>. If you have trouble or have questions, please email [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and put “Finance Manager” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.

**Position Status:** Full time, exempt

**Position Level:** Manager, 3-5 years of experience at this level preferred

**Position Reports to:** Director of Administration and Operations

**Location:** Boston, with option for working remotely 2-3 days/week