



August 26, 2019

## Finance Manager

### POSITION SUMMARY

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. GrubStreet is seeking an experienced Finance Manager to support our growing organization. Reporting directly to the CFO/COO, the Finance Manager will manage and maintain the organization's day-to-day financials. The Finance Manager will ensure efficient financial management and systems, provide accurate and timely financial reporting to the CFO/COO, and will play a key role in ensuring that all programs are on budget. Duties include accounting operations, financial analysis, payroll and benefits administration, grants management, scholarships and payment plan tracking, and year end audit assistance.

The successful candidate will demonstrate executive experience, including vendor and contract negotiations, analytical skills, and auditing concepts. Qualified candidates will possess a proven track record as a team player, problem solver, and project initiator. The ideal candidate must also demonstrate an affinity for a small organizational setting with a willingness to be an engaged, hands-on manager.

We encourage POC, LGBTQ, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle systems, processes, or structures that would discourage any person from working with us. Our excellence as an organization, the impact we strive for, and our commitment to our mission depend on the strength and authenticity of our commitment to diversity, equity, and inclusivity.

### POSITION DETAILS

#### Financial Management

- Monitor and perform the day-to-day financial operations within the Organization, including but not limited to:
  - Management of general ledger and all entries and account reconciliations
  - Cash management and accounting, bank reconciliations, and monthly cash flow report
  - Accounts payable and receivable
  - Bank deposits
  - Petty cash process
  - Monthly credit card reconciliation
  - Monthly financial reporting and reconciliation with teams
  - Oversees payment plans process and scholarship reconciliation
- Prepares financial reports for CFO/COO including balance sheet, forecasts, cash flow, financial analysis, variance analysis and other reporting throughout the year.

- Interacts with other departments to provide consultative support to planning initiatives through financial and accounting management information analyses and reporting
- Responsible for the administration of payroll and benefits in collaboration with the HR and Operations Manager – implementing and maintaining systems, vendor relationships, record keeping, and ensuring compliance with all state and federal wage and employment regulations.
- Supports the CFO/COO, the Finance Committee and Board of Directors by providing required and requested information
- Supports the Development Department by providing financial information required for grant applications and foundational and other donor reporting
- Support CFO/COO in budget process each year
- Support CFO/COO in year end and audit process each year
- Support CFO/COO in running new business models for Seaport space

## **Experience**

- At least 3-5 years of progressive financial management experience, with experience with 501c3 arts organizations a plus.
- Excellent management and communication skills (written, verbal, listening, and facilitation)
- Strong business acumen and ability to understand organizational business drivers, both internal and external
- Strong analytical and diagnostic skills
- Management style conducive to accomplishing goals through working with others in a constructive, positive, and motivational manner
- Fluency with spreadsheets, financial analysis, non-profit accounting principles.
- Experience with monitoring program-based budgets
- Thorough knowledge and applicable credentials in business management and accounting practices;
- Strong background in nonprofit accounting utilizing QuickBooks accounting software.

## **ABOUT THE ORGANIZATION**

GrubStreet, the largest creative writing center in the U.S., annually engages nearly 6,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate level seminars at our downtown location, in Boston neighborhoods, and online. Our teachers are working artists who bring the highest quality instruction and mentorship to aspiring 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 in Egleston, East Boston, and Mattapan.

### **Our Mission**

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 is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment.

### **CONTACT INFORMATION**

**Please email your resume AND cover letter to [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and please put “Finance Manager” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.**

**FLSA Status:** Exempt Full time

**Position Level:** Manager

**Position Reports to:** Chief Financial and Operating Officer

**Location:** Boston