



JOB DESCRIPTION

Job Title: **Operations and Finance Manager**
Location: 744 P Street, #307, Fresno, CA
Reports To: Executive Director
Status: Exempt, Full-Time
Supervises: 1 Administrative Assistant
Posted: October 2021. Open until filled.

THE ORGANIZATION

The [Alliance for California Traditional Arts](#) (ACTA) supports the health, vibrancy, and evolution of the state's diverse cultural traditions through advocacy, public programs, grant making, and connections for folk and traditional artists. Recognized for its visionary leadership, intellectual capital, and excellence in program administration, ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators. Since then, ACTA has grown into a \$3.5+ million statewide organization headquartered in Fresno, with field offices in Los Angeles and San Francisco and remote staff located in various parts of the state.

JOB SUMMARY

The **Operations and Finance Manager** will serve as a critical element in the effective administration and smooth implementation of ACTA's work. The position will be based in ACTA's Fresno office. The Operations and Finance Manager is the interface between three outsourced department functions: finance, human resources (HR), and internet technology (IT). As such, this manager works closely with all staff areas to support their initiatives within these functional areas. In addition, the Operations and Finance Manager works collaboratively with both program and development staff in fund development; tracking, coding, and reporting on grant expenditures; and in deploying grant resources toward their proper purposes. ACTA is largely funded by government and private foundation grants. In the last fiscal year, ACTA had 44 active grants totaling \$9.6 million.

The Operations and Finance Manager will supervise an Administrative Assistant. Occasional statewide travel may be required with expenses to be covered by employer.

JOB DUTIES

FINANCE

- Liaise with the outside accounting firm responsible for the accounting functions of the organization.
- Collaborate with Executive Director in financial decision making.
- Develop organization's annual budget projections and three-year financial forecasts.
- Prepare regular accurate financial and risk reports for Executive Director, board and staff.
- Work with Finance department and program staff to provide grants and contracts budget oversight:
 - oversee independent contractor agreements, terms, milestones, compliance;
 - review and approve invoices for payment, ensuring proper fund and budget attribution;
 - create and share budget monitoring reports and projections on a regular basis and as directed.
- Work with Finance and Development departments to prepare proposal budgets and provide budget justification.
- Work with Finance department and project managers to close out grants and prepare final financial reporting.
- Create and maintain cash flow projections and monitor bank accounts.
- Assist and serve as primary contact in audit preparation.
- Develop agendas, reports, and attend Board Finance Committee Meetings, and draft and maintain minutes.
- Coordinate the preparation of DataArts information and other quantitative data as required.
- Supervise Administrative Assistant.

HUMAN RESOURCES

- Manage the organization's contract with an external HR firm and serve as the liaison.
- Oversee and manage the recruitment process for open positions.
- Assist in onboarding of and termination of staff and serve as the interface between HR and Finance during these processes.
- Oversee the collection of timesheets and the processing of payroll to third-party payroll provider.
- Serve as a liaison to insurance company contacts to ensure compliance.
- Maintain and organize liability insurance certificates.

- Facilitate annual review of the Employee Handbook led by HR firm and approved by the board of directors.
- Educate employees regarding staff tools, equipment, policies and procedures.
- Maintain pamphlets and posters related to HR compliance.
- Annually review and update the Emergency Succession Plan.

INTERNET TECHNOLOGIES

- Manage the organization's contract with an external IT firm and serve as the liaison.
- Manage database systems and protocols; assist with training and protocol adherence; upgrade or make recommendations for improvements as needed.
- Serve as the in-house tech resource for staff by keeping an inventory of hardware and software; anticipating needs, maintenance and repair.
- Maintain office information inventory.

FACILITIES AND GENERAL ADMINISTRATION

- Manage the organization's public interface via telephonic and electronic communications.
- Manage office leases and maintain a safe and pleasant work environment.
- Maintain and improve the organization wide system of administrative files and implement the document retention and destruction policy.
- Facilitate the transition to a paperless office.
- Keep an updated desk manual for the Operations and Finance Manager position.
- Perform other duties as assigned.

QUALIFICATIONS

Training and Experience:

- Bachelor's degree or equivalent experience as defined by a combination of schooling, training, and/or work experience on a year-by-year basis.
- A minimum of three years of experience in management and administration, financial management, award contract compliance and tracking project performance and costs via specific funding streams.
- Demonstrated ability to manage record-keeping systems and attain deadlines in a fast-paced working environment.
- Demonstrated ability to present complex material to internal colleagues, funders, board members and other key stakeholders.

Skills and Abilities:

- Experience with budget-tracking and project management. Intermediate understanding of accounting concepts, budgeting concepts, creating an audit trail, and operating internal controls.

- Ability to work with an electronic accounting software (QuickBooks or others).
- Proficiency in Microsoft Office (Excel, PowerPoint, Word), Adobe Acrobat, Salesforce, and DocuSign. High proficiency with Excel spreadsheets. Capacity to learn Submittable grant platform.
- Excellent verbal and written communication skills.

Attributes and Behaviors

- Commitment to upholding the values, mission, vision and policies of ACTA.
- Attention to detail.
- Accountability: holds themselves accountable for making decisions, managing resources efficiently and achieving and role-modeling ACTA values.
- Collaboration: builds and maintains effective relationships with colleagues, supervisors, donors, external partners, vendors and supporters.
- Integrity: honest, open, reliable.
- Systems thinking: when faced with a problem, seeks not only to solve it, but to prevent recurrence, share knowledge, and make structural improvement.

COMPENSATION

Salary is commensurate with experience. Excellent benefits including holidays, medical, dental, vision, life insurance, retirement plan contribution and flexible spending account.

To apply, please submit a letter of interest, resume, and the names of three references to Amy Kitchener, Executive Director, at jobs@actaonline.org.

Job available now and open until filled.

ACTA is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. ACTA welcomes applicants from diverse backgrounds and seeks to hire qualified staff reflecting the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, and socio-economic status.