



### **Company**

The Bray believes that quality in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to artists' ability to create thought provoking and important work. When we share and embrace our unique perspectives and experiences, we enhance the quality of each other's work.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. The Bray encourages all qualified individuals to apply. The Bray does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, or any other factor. Hiring decisions are based on merit and qualifications related to the position.

### **Summary of Responsibilities- Fiscal Manager**

Under the direction of the Executive Director, the Fiscal Manager oversees the organization's finance and accounting functions and works with all program/department leads to create reliable annual and long-term income strategies and expense plans to create financial stability. Working closely with other managers, this position provides leadership through financial analysis of programs and initiatives. They are responsible for overseeing financial transactions using multiple POS systems (including QuickBooks Point of Sale), internal controls, reporting, tax filings, audits, monitoring of funds and budgeting. Bookkeeping and accounting functions are to be handled in a timely and accurate manner and in compliance with GAAP nonprofit accounting standards. They will work with the Executive Director, Director of Operations, Development Director, and the Treasurer of Board of Directors. Knowledge of planned gift annuities and investments a plus.

### **Hours**

- 40 hours per week; occasional weekend days or evenings
- Flexible schedule; on-site position

### **Compensation and Benefits**

- \$70,000-\$75,000/year- depending upon experience
- This is a permanent, full-time, salaried, exempt position
- Flexible schedule and dynamic environment
- Paid health, vision, and dental insurance premiums
- Accrued Paid Time Off according to Employee Manual
- Paid Holiday leave during Christmas/New Year's
- Other benefits as described by Foundation policies

### **Knowledge, Skills and Abilities required**

- Financial Management/Accounting degree or relevant financial/nonprofit experience
- QuickBooks experience
- Bill.com or other online AR/AP SaaS
- Proficiency with Microsoft Office products (Word, Excel, etc.)



## Position Announcement- Nonprofit Fiscal Manager

- Ability to work in a fast-paced environment
- Ability to multi-task and maintain attention to detail
- Strong communications, organizational and time management skills
- Energetic and collaborative personality with self-starter approach to work

### Duties

#### Monthly

- Keep a schedule for, reconcile and report on restricted and/or designated funds on a cash and accrual basis and reconcile those funds to liquid cash accounts on-hand
- prepare monthly financial reports for Executive Director and program managers
- supports the development team in tracking donor gifts (of all types)
- support the Development team in developing grant proposal budgets and reports
- reconcile bank, credit card, and investment statements
- complete Department of Commerce and other regulatory reports
- reconcile QuickBooks Point of Sale to QuickBooks Financial, understand and troubleshoot integration and adjustments needed for sales, inventory items, etc.

#### Quarterly

- prepare quarterly financial reports including standard financial reports, budget v. actual reports, grant reports and specialized reports for quarterly meetings of the board of directors
- close the books, verify balance sheet accounts, review expenses and income by class and restriction and adjust/correct as necessary
- reconcile and cash out intercompany receivables and payables for each ABF department
- work with Development team to reconcile donor database to accounting software

#### Annually

- prepare Forms 1099 for vendors
- coordinate with outside CPA/Auditors in preparation for annual audit and Form 990
- support the Executive Director and Operations Director in the development and analysis of annual organizational budget
- coordinate with outside CPA/auditors in preparation for annual audit and Form 990
- close the books, verifying all balance sheet accounts, create audit schedules and prepare entries for unearned revenue, prepaid expenses, payroll accruals, pledge discounts, and others as required in accordance with GAAP
- complete annual insurance audits
- complete annual worker's comp audit
- reconcile investment account activity, include year-to-date income, gains, and dividends to investment statements

#### Ongoing

- staff participant on Board Finance Committee
- record and track in-kind donations
- follow and maintain accounting procedures, policies, and systems of internal controls to ensure the integrity of all financial systems



## Position Announcement- Nonprofit Fiscal Manager

- interface with banks and other financial institutions and be responsible for cash management (e.g. anticipating cash needs and transferring funds to ensure sufficient cash availability at all times)
- perform other non-routine duties as assigned requiring strong judgement and initiative
- Participates in staff meetings
- May assist with staffing Bray public events (on occasion)
- Troubleshoot QuickBooks and QuickBooks Point of Sale issues
- Monitor bank activity for unusual activity and bank statements for altered checks

### **To Apply**

Please visit our employment portal at <https://archiebray.slideroom.com/#/permalink/program/69400>  
Questions may be emailed to Brad Robinson at [brad@archiebray.org](mailto:brad@archiebray.org) Applications will be reviewed beginning October 14, 2022. No phone calls, please. Position open until filled.