



 *Affiliated with the national Young Audiences Arts for Learning network*

## **Job Description**

### **Finance Manager**

**December 2023**

Since 1992, Chicago Arts Partnerships in Education has engaged students, inspired teachers, transformed schools, and demonstrated impact by weaving the arts into academic classrooms across Chicago. CAPE is a fiscally sound organization that has a successful history of receiving support from private and public sources. More information is available at [capechicago.org](http://capechicago.org)

To support CAPE's mission, we seek a trustworthy, dedicated, and detail-oriented individual to serve as our permanent, full-time Finance Manager. Reporting to the Executive Director, this staff member will perform functions to manage the financial affairs of the organization and prepare a financial analysis of operations to guide management decision-making.

In summary, a successful Finance and Administrative Manager will:

- Ensure that CAPE's Board of Directors is provided with accurate and timely reports;
- Collaborate with the staff to determine budgets and report spending against budgets;
- Ensure that CAPE's Financial Policies and Procedures are followed and that all accounting and reporting regulations are followed; and
- Oversee the work of vendors and consultants supporting bookkeeping, audit, and HR functions.

This position is hybrid. It is expected that the Finance Manager will work a minimum of three days per week at the CAPE location at 1010 W. 35th Street. Specific days are flexible.

The core areas of responsibility are:

#### **Accounting**

- Produce, analyze and present quarterly financial statements highlighting key changes to revenue and expenses, and including cash flow projections, and present to the Executive Director and the Finance Committee.
- Produce ad hoc reports, as requested by the staff or board.
- Work towards greater automation of the finance and accounting systems by proposing process and policy improvements.
- Resolve accounting discrepancies.
- Complete bookkeeping tasks and monitor general ledger in a timely and accurate manner: AR, AP, cash receipts, payroll, allocations, reconciliations, and journal entries.
- Oversee staff payroll processing twice monthly and reporting of tax and other benefits payments.

- Process payments to contractors (teachers and teaching artists) working at up to 50 different schools using Paylocity.
- Account for all financial transactions according to GAAP utilizing accounting software.
- Review monthly bank reconciliation of organization cash and investment accounts.
- Manage the procurement, maintenance, and vendor contracting processes.
- Maintain and update custom built spreadsheets using 3rd party automation software Saasant designed to integrate Quickbooks and Paylocity.
- Work with outside accountant to ensure timely and accurate monthly reconciliations; complete credit card reconciliation monthly
- Create organizational budget annually with Executive Director and make updates and reforecasts as needed

### **Audit & Compliance**

- Follow established financial policies and procedures and maintain appropriate internal controls.
- Maintain and enforce the organization's financial policies and accounting control procedures.
- Prepare, monitor and review accounting and related system reports for accuracy and completeness.
- Prepare year-end financial reports and audit schedules.
- Remain current on nonprofit GAAP accounting, reporting and control best practices, and state and federal law regarding nonprofit financial operations,
- Coordinate audits, including A-133 audit, and/or ISBE financial audits.
- Oversee the preparation of payroll tax returns and general tax returns to comply with federal and state guidelines.

### **Grant and Contract Reporting**

- Provide timely, accurate, and useful financial and management reporting for government and private funders.
- Ensure the preparation and timely submission of all financial reports (quarterly, annually, etc.) for all public and private contracts, agreements, and grants.
- Monitor grant and contract spending and ensure maximization of all public and private grants based on funders' program year. Coordinate approval for line-item changes and/or budget, as necessary.
- Create tracking documents for grant and contract spending, highlighting areas of change to program staff
- Create program budgets for all government grants, working with program staff to incorporate all predictable expenses
- Complete annual reports and renewal applications for ISBE and CPS grant programs, facilitating collection of program information from program staff

- Work with outside partners to complete grant applications as needed

### **Human Resources and Operations**

- Respond to employee and contractor inquiries regarding administrative and human resource policies and procedures, utilizing complete discretion and confidentiality. Report all employee problems, concerns, and issues to the Executive Director in a timely manner.
- Make recommendations for operational cost-cutting, upgrades to systems, technology resources, and equipment (phones, copiers, computers, etc.).
- Maintains the organization's human resource electronic files and assists employees and volunteers with background checks, employment forms, and upholding policy and procedures. Initiate annual review and audit of employee and volunteer files for completeness.
- Oversee and manage employee benefits enrollment in collaboration with the Executive Director, and set up deductions in the organization's payroll system (Paylocity). (401k and FSA contribution plans, group insurance for medical, life, and other voluntary coverage plans for employees.)
- Facilitate and complete paperwork for new and separating employees.
- Onboard new employees by collecting necessary information and entering it into the payroll system.

### **Organizational Involvement**

- Take minutes at the monthly board meetings
- Serve as a member of CAPE's Finance Committee
- Support CAPE's special events when needed
- Other duties as assigned

### **Education and/or Experience:**

- BA degree in Accounting, Business Administration or related field.
- A minimum of 5 years of experience and knowledge of financial management and compliance with a working knowledge of Generally Accepted Accounting Policies.
- Proficient in Quickbooks, Paylocity, Google, Sassant software strongly preferred.

### **Knowledge, Skills, and Other Requirements:**

- Excellent communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and handle a variety of tasks and meet established deadlines.
- Ability to develop and maintain positive relationships with a wide variety of people including but not limited to board members, staff, contractors, vendors, volunteers, interns, government officials, community partners, donors, and media.

- Applicants must successfully pass a background and credit check before starting work.

**Physical Requirements:**

This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to operate office equipment.

**Compensation and Benefits:**

**Compensation:** \$60,000 per year

**Benefits:** CAPE's benefits package currently includes

United Health Care Health Insurance for Individuals (100% of HMO costs covered by employer and PPO Options Available);

Health Insurance available for dependents;

Disability and Life Insurance Policies;

Dental and Vision Insurance;

401K plan with up to 6% matching (fully vested after 5 years);

18 holidays (including two-week holiday break);

10 days of paid vacation (year 1, increasing over time) and sick time

**Status:** Full-time, 35 hours per week, 9 a.m. to 5 p.m. Monday through Friday, plus occasional evenings and weekends as needed

**Reports to:** Executive Director

**Starting Date:** As soon as possible, based on availability

**Equal Employment Opportunity:**

It has been and will continue to be the policy of CAPE to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment, such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely upon valid job-related factors

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Chicago Arts Partnerships in Education staff.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**To Apply:** Please upload a cover letter and resume to: <https://forms.gle/3xxdPh5rfgtLTDFb9>

You will be asked to create and upload a single PDF that includes your cover letter and resume. Please name your PDF with the following format: LastName\_FirstName\_CAPE.pdf