

/INTERSECTION FOR THE ARTS

JOB DESCRIPTION

Title: Finance Manager

Reports to: Executive Co-Director of Finance & Operations

Department: Finance

Oversees: Direct Reports TBD

Organizational Overview: Intersection for the Arts is a bedrock Bay Area non-profit organization that has been empowering artists for 59 years. A deeply committed team supports the work of our members and larger community of artists & cultural workers by delivering a suite of personalized services, including fiscal sponsorship, professional development, space rental, and public programming opportunities.

Intersection for the Arts values equity and a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Intersection for the Arts is an equal-opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. We are committed to the principles of Equal Employment Opportunity and Affirmative Action. We embrace and celebrate our employees' unique qualities and diverse life experiences, and we are committed to cultivating an equitable and collaborative work environment.

Position Overview: The Finance Manager oversees Intersection's weekly request for payment (RFP) system through which financial transactions are processed for 175+ fiscally sponsored members. Working closely with Intersection's Finance Team (including Executive Co-Directors, Administrative Director, Accounts Payable Manager, and Bookkeeper), the Finance Manager will ensure the implementation of Intersection's financial policies and procedures in compliance with accounting standards. This position leads the Finance Team in successfully executing day-to-day financial operations and achieving its long-term goals.

Responsibilities and Duties:

- Oversee and supervise the organization's payroll function to ensure pay is processed on time, accurately, and in compliance with all local, state, and Federal regulations.
- Provides oversight for the request for payment (RFP) process for the fiscal sponsorship program.
- Reviews financial transactions for accuracy. Performs monthly audit of RFP expense classification and support documentation.

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- Monitors fiscally sponsored project fund balances and Total Restricted Net Asset (TRNA) tracking for conditional/restricted grants.
- Conducts quality control across all financial systems and procedures.
- Contributes to the processing, tracking, and confirmation of direct deposit payment/expenses. Manage and track stop payment requests.
- Manages the monthly reconciliation/suspense list to identify the intended destination of donations and other payments as needed. Includes outreach to individuals and financial institutions as needed.
- Contributes to financial reporting for 30+ government grants by compiling documentation and proof of payment.
- Communicates with fiscally sponsored projects to provide clarity on financial systems and provide updates on account balances and financial reporting.
- Assists with the annual audit of the organization's financial processes and statements.
- Works with Intersection's tech team to optimize the financial request system platform.

Required Qualifications: Candidates must have a clear understanding of non-profit accounting principles, cost allocation procedures, and internal control. Experience with QuickBooks and Gusto are preferred but not required.

Preferred Skills: This position requires impeccable attention to detail, dynamic problem-solving skills, and excellent team collaboration. Training, coaching, and support from the finance and executive teams will be provided as needed. The ideal candidate displays an interest in learning the nuts and bolts of fiscal sponsorship finance and a willingness to adapt to the changing needs of our fiscally sponsored members.

Job Status: Full-time exempt, hybrid (remote + in-person)

Compensation Range: \$90,000- \$95,000 + full health benefits (medical, dental, vision), sick time accrual, and paid holidays.

How to Apply: Please send a cover letter and resume to jobs@theintersection.org. Applications will be accepted until the position is filled.

Posted: TBD