

CFO/Director of Finance and Administration

Department: Administration Department

Supervised By: Managing Director

Supervises: Accounting Manager, Accounting Associate

FLSA Status: Exempt

The mission of the **Wallis Annenberg Center for the Performing Arts** (aka "The Wallis") is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community.

DESCRIPTION

The CFO/Director of Finance & Administration is a self-directed, results-oriented chief financial officer accountable for the administrative, financial, and risk management operations of The Wallis, including the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate and sustainable financial results. The CFO/Director of Finance & Administration works closely with the Board of Directors, Finance and Audit Committees, Managing Director other department heads, Operations Manager, and Human Resources Manager; forms part of the executive management team at The Wallis, and supervises the finance department staff

REQUIREMENTS

- Must have 10+ years of experience in accounting as a CFO or Controller. Experience working in a non-profit organization is strongly desired but not required.
- Experience in partnering with an executive team to ensure that the goals of the institution are met
- Outstanding leadership and communication skills, both written and verbal are required.
- Must be able to problem solve and collaborate with others.
- Accomplished relationship builder and ambassador.
- Complete confidentiality and discretion, tact and poise, sound judgment are required
- Able to multi-task and handle multiple priorities with tight deadlines.
- Degree in accounting or business administration, or equivalent business experience is required. An MBA in Finance, the Certified Public Accountant or Certified Management Accountant designations is desired

KEY RESPONSIBILITIES

Financial Management:

- Manages all finance and accounting of a \$10 million+ annual operating organization including: contributed and earned revenue; accounts payable and accounts receivable; cash flow management; federal, state and local tax payment and reporting; vendor management; bank accounts, investment and endowment accounts; fixed assets and debt/equity financing; and financial reports.
- Manages the creation, implementation and ongoing management of the annual budget and capital budget.
- Monitors departmental budgeting and spending; manages all aspects of related Board Committee meetings.
- Prepares financial documents and reporting for various internal and external stakeholders, including preparation and review of financial information for required grant reporting requirements and for new grant proposals.
 - Oversees the completion of the annual DataArts.
- Manages the annual audits and maintains relations with external auditors and investigate their findings and recommendations.
- Serves as the primary staff liaison with bankers, CPAs, tax attorneys, general counsel, and the Board of Directors Finance Committee and Audit Committee.
- Prepares all financial reporting required by the Historic Tax Credit structure and respond to information requests from Tax Credit Investor.

- Ensures that record keeping meets the requirements of auditors and government agencies.
- Oversees the organization's transaction processing systems.
- Implements operational best practices and ensures that The Wallis complies with all legal and regulatory requirements.
- Develops financial strategies and long-term financial plans.
- Participates in key decisions as a member of the executive management team.

Planning:

- Assists in formulating the organization's future direction and supporting tactical initiatives to support health and institutional sustainability
- Develops performance measures that support The Wallis' strategic direction.

Communications:

- Oversees the issuance of financial information.
- Participates in Board Meetings.
- Leads finance orientations for new Board members.
- Reports financial results to the Board of Directors, Finance Committee and Audit Committee.
- Maintains consistent communication and information sharing with the Managing Director and executive management.

Administration:

- Works closely with Operations Manager to oversee outside IT services company and to manage comprehensive I.T. needs for the organization. Helps ensure that appropriate systems and resources are in place to support operating and IT needs.
- Responsible for meticulous review of financial terms/language in all artist and rental contracts.
- Partners with Human Resources Manager to ensure that the institution's HRIS is running efficiently and effectively. Actively engaged in all payroll related issues and concerns, working with payroll vendor to pursue acceptable resolutions.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.