



## **JOB DESCRIPTION: FINANCIAL ADMINISTRATOR**

**Shunpike seeks to employ a Financial Administrator on a permanent part-time basis.**

### **About Shunpike:**

Shunpike's mission is to empower artists through equitable access to vital expertise, opportunities and business services. We provide groups with back-office services that strengthen their day-to-day operations, while also offering strategic guidance that leads them toward their long-term goals.

**SUMMARY OF THE POSITION:** Working as part of a small but fast-paced team, the part-time Financial Administrator is the key resource for financial and managerial accounting expertise, including: bookkeeping, payroll, accounts payable and receivable, cash management, fiscal compliance and financial reporting. The Financial Administrator must be able to evaluate financial implications and communicate findings to the Executive Director and the Board in a clear and transparent manner. This position reports directly to the Executive Director.

### **RESPONSIBILITIES:**

Develop and maintain knowledge about programs and services provided by Shunpike. The six major areas of responsibility are GL Management & Accounting, Accounts Receivable, Accounts Payable, Cash Management, Financial Reporting, and Payroll.

#### **GL Management & Accounting:**

- Maintain and Engineer Chart of Accounts
- Deploy Fund Accounting to manage multiple and diverse fund centers for arts groups.
- Maintain grants schedule for tracking restricted and unrestricted funds by period
- Perform month-end, quarter-end, and year-end closing entries, including reconciliation of balance sheet accounts, including reconciliations of fiscally-sponsored arts groups

#### **Accounts Receivable:**

- Create monthly invoices
- Track Cash Conversion cycle
- Monitor A/R Aging

#### **Accounts Payable:**

- Maintain Master Vendor List to support preparation of Form 1099 reporting
- Record and reconcile weekly Accounts Payable
- Verify all expenditures are supported by adequate documentation and approvals
- Record monthly payroll and payroll tax entries; credit card transactions

#### **Cash Management:**

- Receipt checks, grants and other awards

- Perform monthly bank reconciliations
- Making and recording bank deposits
- Monitor and manage credit card balance and make at least monthly payments

**Financial Reporting:**

- Facilitate annual audit: responding to requests for information, generating schedules, answering questions
- Take primary responsibility for financial systems in use to ensure that data is managed effectively and within appropriate controls and regulations
- Prepare, analyze and generate accurate and timely reports on financial status, including financial statements for month-end, quarter-end and year-end with notes (Statement of Financial Position; Statement of Activities; Statement of Cash Flows; Schedule of Functional Expenses; Schedule of Program Revenues and Operating Expenses), and other reports requested by the Board and/or Finance Committee
- Monitor due dates for state, local, and Federal tax filings

**Payroll:**

- Maintain payroll files to support monthly payroll calculations
- Process payroll for less than 10 employees twice a month using Intuit, verifying withholdings, benefits, and all pertinent elements are updated and accurate
- Ensure quarterly tax filings are completed by payroll processor; maintain tax filing records; respond to any letters or notices by taxing authorities

**QUALIFICATIONS:**

- Bachelor's degree with a concentration in accounting, finance or business administration or a directly related field.
- AND/OR
- Minimum of 3 years' hands-on, full-cycle accounting experience, which includes reconciliations, general ledger maintenance, accounts payable and receivable.
  - Experience processing payroll preferred
  - Experience with Intuit, preferred
  - Experience and basic knowledge of GAAP; nonprofit accounting experience preferred.
  - Experience in nonprofits or small businesses is preferred.
  - Strong proficiency with technology, including MS Excel and financial management software. Experience with Abila MIP Fund Accounting software is preferred.
  - Strong organizational, analytical and detail skills, with attention to accuracy and deadlines.
  - Outstanding written and verbal communication skills, especially the ability to explain complex information clearly and simply.
  - Ability to work in an open and collaborative work environment.
  - Persistent follow through and resolution of problems.
  - Adaptable and composed when faced with changing needs and priorities.

**QUALITIES:** Shunpike operates out of a small, open-plan office, with our own lunchroom, and meeting room options. The preferred candidate will have the ability to work collaboratively as part of a small team, while also being able to manage their work independently. Shunpike places high value on the following qualities:

- Being a good listener and communicator
- Having a sense of humor
- Being adaptable, flexible and resilient in the face of change
- Being tenacious and persistent when faced with a challenge
- Dedicated to professionalism and high quality service provision
- Friendly and patient (with colleagues and clients)
- Curious by nature
- Calm under pressure

**POSITION SCHEDULE:** This part-time position is scheduled for:

- 3-4 days (24-30 hours) per week, depending on qualifications and availability; Wednesday and Thursday obligatory; day(s) off to be mutually agreed upon. Ability to work from home on occasion and upon mutual agreement.

**REMUNERATION:** Pay rate is \$30/hour and PTO applies to this position on a pro-rata basis. No other employee benefits are offered.

**EMPLOYMENT POLICIES:**

***Inclusion** means my voice is heard. **Diversity** means I am reflected and represented in the organization at every level.*

***Equity** means I am supported by systems and policies that ensure I succeed, despite historic patterns of hindered success.*

Shunpike is committed to this statement of equity and work to ensure that all staff and clients apply this lens to the work that they do.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color, LGBTQ individuals and women are encouraged to apply.

**DISCLAIMER:** The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned and requirements may vary from time to time.

**APPLICATION PROCESS:** Interested applicants should write an application, comprising:

- A cover letter (outlining your suitability for this position and responding to the responsibilities and qualifications listed above)
- Resume
- Contact details for min. two references

Please email your application to [info@shunpike.org](mailto:info@shunpike.org), and include **Financial Administrator Application and your name in the subject line.**

The ideal start date for this position is June 1<sup>st</sup>. Applications will be reviewed as received and the position will remain open until filled. Priority given to applications received by Friday, May 10th.