

NEW MEXICO SCHOOL FOR THE ARTS- ART INSTITUTE
500 MONTEZUMA, SUITE 200 SANTA FE, NM 87501
505-216-7888 PHONE

JOB DESCRIPTION

Title: Director of Finance and Administration

Reports to: President

Supervises: HR Administration, Assistant to the Director of Finance, Building Manager, and IT Supervisor

Status: Full-Time Exempt

Organization Mission

NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

Purpose of Director of Finance and Administration Role:

The Director of Finance and Administration is responsible for upholding the quality and ensuring the efficiency of business and administration related functions within the organization including all finance functions, all areas of Human Resources, building management, insurance, compliance, information technology, board financial materials and office operations. The Director of Finance and Administration is part of the Art Institute's senior management leadership team.

Primary Responsibilities:

MANAGEMENT

- Oversees Business Office, HR, Facilities and Information Technology administration
- Prepares job descriptions and performance evaluation goals for the above employees
- Oversees legal affairs and contracts
- Oversees capital contracts and projects
- Strategic planning (budget creation and management, cash flows, forecasting, and facility master planning)
- Non-profit accounting
- Management of employee health and benefits insurance and general liability, property and casualty insurance

FINANCIAL

- Directs the management of financial accuracy on monthly accounting reconciliations, tracking of budgets, compliance with federal, state and local tax and reporting requirements, payroll, investment performance, and the annual audit
- Responsible for construction financial management and accounting
- Prepares end of month financial statements with assistance from Assistant to the Director of Finance
- Responsible for quarterly and year end payroll reports including W-2's
- Oversees Assistant to the Director Finance and Administration on W-4, W-2, W-9, I-9 forms and year end 1099 reports
- Prepares year-end financials and necessary audit schedules and submits to auditors
- Acts as liaison with external accountant and auditor as needed
- Oversees year end rollover process and monthly interest journal entries
- Monitors the investment account daily activity and transacts purchases and sales
- Records and adjusts investments according to approved allocations as directed by Investment Committee
- Updates endowment spreadsheet as required
- Creates and oversees an organization-wide annual budget in conjunction with President and Senior Management Team

- Monitors spending on a monthly basis based on projected budgets in conjunction with Senior Management Team
- Oversees the Assistant to the Director of Finance and Administration in department head tracking of their budgets on a monthly basis
- Approves and oversees of all grant budgets and accounting developed by the Development Department
- Establishes and monitors internal control processes including purchasing
- Oversees donor database and financial accounting system procedures

HUMAN RESOURCES

- Responsible overseeing all human resource policies, procedures and practices for the organization including organizational assessment and forecasting, searches for new employees, on-boarding processes, performance management, training and development, termination and exit strategies, employee benefits program, and insurance

COMPLIANCE OVERSIGHT

- Directs the management of legal requirements related to human resources, intellectual property, licenses, warranties, trademarks and copyrights, real estate, technology, and other legal issues as required
- Annually audits the Art Institute's compliance processes and ensures requirements are met
- Provides leadership to the Art Institute's senior management team regarding compliance issues to do with HR, building management and security; student safety; personnel, student, donor and volunteer management
- Proactively identifies and evaluates risks to the organization's people (students, staff, management, volunteers) property, finances, goodwill, and image; recommends or implements measures to manage risks

BOARD ADMINISTRATION

- Attends and provides formal reports to the Board of Trustees for quarterly Board meetings
- Attends the Executive Committee
- Leads Finance, Investment, and Audit Committee meetings
- Prepares all financial statements and necessary schedules as needed for the Art Institute's Treasurer, Finance Committee and Board of Trustees
- Implements policies, procedures and protocols as set by the Board of Trustees to do with finance, investment, compliance and human resource issues
- Ensures that the Board of Trustees and the organization carries appropriate and adequate insurance and understands the terms, conditions, and limitations of the insurance coverage

ADMINISTRATIVE

- Develops an annual operating plan that encompasses all areas of responsibility and is aligned with the organization's strategic direction and long-range plan
- Responsible for the documentation and maintenance of written procedure manuals for financial and administrative processes including HR and Compliance
- Responsible for protocol and policy for electronic systems and communication
- Oversees analysis and expenditures regarding office systems

OTHER

- Communicates regularly with President through reports and regular meetings
- Other duties as required

Working Conditions, Environment and Physical Requirements:

- Functions performed in a variety of environments including Art Institute offices, school, residential site, and other locations
- Requires weekend and evening hours
- May be required to lift up to 25 lbs.

- May be required to navigate stairs

Knowledge, Skills, and Abilities Required:

The Director of Finance and Administration must have experience working with Quick Books for non-profits.

The Director of Finance and Administration must be able to work effectively with firm deadlines and demanding high-paced work environment.

The Director of Finance and Administration must be able to cultivate a positive work environment and deal with colleagues and stakeholders with the utmost respect.

Job Specific Requirements:

- Requires 5-7 years in job related duties including significant **non-profit** accounting and book-keeping experience, professional experience in Human Resources, and a background in monitoring business systems, project management, and compliance oversight
- Requires 3-5 years of **construction** related financial management and accounting
- Bachelor's Degree in Finance or related field
- CPA license required
- Excellent computer skills including MS Word, MS Windows, Excel, and QuickBooks Pro
- Leadership, supervision, management skills
- Solves problems by identifying causes, gathering and processing relevant information, generating possible solutions, making recommendations, and resolving problems

Core NMSA-AI Employee Requirements:

- Believes in the mission of the organization
- Strives for excellence in this job with a "Can Do" attitude
- Ability to work with people of all backgrounds and ages
- Highly organized, detail-oriented and result driven
- Ability to prioritize work and multi-task to meet priorities
- Supports teamwork and collaboration by demonstrating strong interpersonal skills
- Communicates effectively through clear speaking, writing and effective listening
- Behaves respectfully, ethically and with personal integrity
- Operates in a fiscally responsible manner
- Demonstrates adaptability through a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency
- Professional appearance and telephone manner