

EDMONDS PUBLIC FACILITIES DISTRICT/ EDMONDS CENTER FOR THE ARTS

Announces the following EMPLOYMENT OPPORTUNITY:

POSITION:	DIRECTOR OF FINANCE & OPERATIONS
CLOSES:	Open until filled; first round interviews expected TBD
EMPLOYMENT STATUS:	Permanent, Full Time, Exempt
SALARY & BENEFITS:	Salary \$90,000 - \$110,000, plus excellent benefits
REPORTS TO:	Executive Director
SUPERVISES:	Accounting, Facilities Manager, Rental & Stage Manager, Production Manager, Patron Services Director

JOB SUMMARY:

This position in the organization will be responsible for the following functions: primary business and financial management, accounting & bookkeeping, accounts receivable & payable, payroll/benefits, financial reporting and forecasting, human resources management, box office and front-of-house operations, contract management, facilities management, purchasing, and the development and maintenance of organizational policies & procedures.

DUTIES AND RESPONSIBILITIES:

Manages assigned operations to achieve goals within budgeted funds and available personnel, plans and organizes maintenance workloads and staff assignments, reviews work orders and work progress, develops and sets priorities and schedules to assure work is performed in a timely and efficient manner.

Provides planning leadership and direction and develops short- and long-range plans, goals and objectives for the finance, facilities, human resources, and information technology departments. Gathers, interprets and prepares data for studies, reports and recommendations, coordinates department programs with other departments and ensures effective communication within the department and with community partners.

Directs the selection, supervision, and evaluation of departmental staff. Establishes work rules, safety requirements and performance standards. Conducts and/or oversees performance evaluations and sets standards for evaluating quality assurance. Provides for the training and motivation of departmental team members to make full use of individual capabilities and to meet changing systems and regulations.

Financial Management

- Ensure the proper entry and maintenance of all accounting activities:
 - Accounts Payable
 - Accounts Receivable
 - Journal entries
 - Monthly reconciliation of bank and investment statements
 - Payroll, taxes, and benefits
- Oversee the development and implementation of internal controls.
- Oversee the District's annual financial and accountability audit by Washington State Auditor's Office.
- Ensure the proper and timely payment of all local, state, and federal taxes and fees.
- Generate monthly financial reports and forecasts for review and approval by the Executive Director, Finance Committee, and Board of Directors.
- Oversee the development of the organization's annual operating and capital budgets.

Human Resources

- Develop, maintain and oversee the implementation of employment policies and procedures.
- Coordinate job postings, interviews and hiring processes.
- Coordinate and ensure the completion of annual employee performance reviews.
- Administer employee health and retirement benefits programs.

Facilities

- Oversee the development and successful management of annual facility maintenance and management schedules.
- Oversee the prioritization, scheduling, and completion of major capital repair/replacement/improvement projects.
- Set policies and procedures to ensure workplace safety and serve as Chair of the EPPFD/ECA Safety Committee.
- Ensure compliance with all applicable laws and internal policies for purchasing and procurement.
- In partnership with Facilities Manager, ensure that EPPFD/ECA's facilities are operating in the most efficient and cost-effective manner possible.

Information Technology

- Set and oversee strategic direction for technology maintenance and improvements (hardware and software).
- Schedule maintenance and service for computer network, phone and security systems.
- Set and maintain policies for email use, management of shared files, system backups and network security.

Systems and Support

- Oversee the management of contracts, billing and payments for rental clients and presented artists.
- Coordinate with department leads to facilitate the most efficient and cost-effective use of ECA facilities, resources and personnel.
- Ensure the most efficient and effective internal communications, systems, and scheduling processes.

General Management

- Coordinate and prepare reports for monthly meetings of the Public Facilities District Board and Standing Board Committees (as assigned).
- Draft board resolutions and ordinances.
- Oversee administrative office scheduling and functions.
- Oversee purchasing, leasing and maintenance of copiers, printers, and other office equipment.
- Other general management tasks as assigned.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with statutory requirements and all applicable GASB pronouncements, FASB Statements and Interpretations, Accounting Principles Board (APB), and Opinions and Accounting Research Bulletins (ARB) related to Washington State Public Facilities Districts and to 501(c)3 non-profit corporations.
- Previous experience in public accounting/finance and administration required.
- Experience with the QuickBooks Accounting Software and other databases, MS Word, Excel, and Outlook required.
- Excellent verbal and written communication skills required.
- Experience in non-profit arts administration a plus.
- Successful candidate must possess excellent organizational skills and a demonstrated ability to lead a dynamic team.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's or master's degree from accredited college in Business, Public Administration and/or Arts Administration.
- 5 years of progressive accounting, financial management and/or administrative management experience.
- Experience in government accounting and audit practices highly desired
- CPA, CMA or MBA preferred

WORKING CONDITIONS:

Position often requires some work in addition to standard 40-hour work week. Director of Operations / DoFO / DED will be asked to attend a number of performances and special events that occur outside of the normal work day and on weekends.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references AND a completed EPFD/ECA Application Form** (available for download at <http://www.edmondscenterforthearts.org/about/1-employment>) to lisah@ec4arts.org OR *Director of Finance and Operations Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020.*

No phone calls please.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.