

## Region 2 Arts Council Seeks Part-Time Finance Manager/Bookkeeper

Seeking someone with a strong desire to work with a non-profit team centering fiduciary responsibility, transparency, and equity in its use and distribution of funds and a strong interest in the arts and supporting artists and arts activity.

The Region 2 Arts Council Finance Manager/Bookkeeper is a part-time position with benefits. This position reports directly to the Executive Director and works as a team with Region 2 Arts Council Staff, Board, Anishinaabe Arts Initiative Advisory Council members and contractors. Key responsibilities include adhering to budget guidelines, maintaining financial data through QuickBooks including monthly reports, supporting Board Treasurer, processing any and all payments including payroll and payroll taxes, implementing grants payment schedule and payment report maintenance, and supporting staff with other office needs. Associates Degree or higher in accounting or business administration, or equivalent financial management experience preferred. Please send an email or letter of inquiry, a detailed resume, and 2 professional references including their name, title, email, and phone number by September 2, 2022. Send to [staff@r2arts.org](mailto:staff@r2arts.org) or mail to Region 2 Arts Council, PO Box 693, Bemidji, MN 56619. Call 218-751-5447 or text 218-407-2507 with any questions.

### **Hours:**

20-25 hours per week

### **Compensation:**

\$21.00/hour

### **Benefits:**

- Paid holidays
- Vacation time (accrual begins at start of employment, eligible use after first 6 months)
- Option to receive partial compensation of employee health insurance benefits
- SEP IRA retirement contribution of 7.5% of gross earnings for fiscal year (accrual begins after 1 year of employment, first contribution made at the end of 2nd year of employment)
- Social Security
- Workman's Compensation
- Unemployment Compensation



## **FINANCE MANAGER/BOOKKEEPER**

### ***Position Description***

#### **Skills and Qualifications**

- Strong desire to work with a non-profit team centering fiduciary responsibility, transparency, and equity in its use and distribution of funds
- Strong Interest in the arts and supporting artists and arts activity
- Familiarity with GAAP (Generally Accepted Accounting Principles)
- Familiarity with tax law and tax processes
- Skilled in working with QuickBooks, Microsoft Office Suite, Adobe Acrobat Pro, and Google Drive on an Apple computer
- Ability to process payroll
- Ability to think and solve problems creatively and to work collaboratively
- Ability to work independently while adhering to weekly, monthly, quarterly, and annual deadlines
- Ability to provide graphic representations of numerical information
- Interest in numbers and data analysis
- Meticulous attention to detail

#### **Duties and Responsibilities**

##### ***Finance Policies and Procedures***

- Adhere to applicable federal and state regulations
- Implement fiscal policies and procedures as endorsed by the Board of Directors
- Participate in internal financial control activities of Region 2 Arts Council
- Remain up-to-date with current developments in accounting standards and other rules and regulations affecting Region 2 Arts Council

##### ***Payroll and Accounts Payable/Receivable***

- Process payroll every two weeks
- Process accounts receivable and accounts payable
- Process payment vouchers and receipts, and check against monthly bank statement and transactions folders
- Print all checks for authorization
- Mail all payments
- Properly record all revenues and expenses in check register

### ***Financial Reporting***

- Prepare and distribute monthly and quarterly expense reporting via QuickBooks financial statements including Balance Sheet, Treasurer's Report, Reconciliation Data, and Profit and Loss Statements by fund
- Ensure proper recording of all transactions by preparing monthly account reconciliations with the support of the Board Treasurer and Executive Director
- Cross reference QuickBooks reports with budget, QuickBooks Checks Register, Transactions folders
- Work with the Executive Director and auditor to ensure fiscal health and regulatory compliance
- Generate funder reports for biennial planning, funder requests, and applications and final reports for the Minnesota State Arts Board as Fiscal Agent and the McKnight Foundation as required
- Participate in fiscal/calendar year financial procedures including but not limited to processing 1099s, w-2, MN Sales Tax
- Complete Quarterly Payroll tax filing, and recording

### ***Fund Management***

- Generate budget for the State of Minnesota/Minnesota State Arts board using the Statewide budget template for proposed budgets, annual end of year pre-Audit budgets, and biennial planning budgets
- Track spending and use of all funds received from the McKnight Foundation, the State General Fund, Arts and Cultural Heritage Fund, any additional fund, and from donors ensuring compliance with the intent of the funding source
- Track spending of all Region 2 Arts Council Funds according to IRS regulations, the rules and regulations of State and Private funders, and generally accepted accounting principles
- Prepare the "amount available to grant" on a regular basis, in accordance with the board approved budget and updates on grant funding
- Process changes for all funds; and any budget iteration
- Assist with calculating requests related to Staff merit and cost of living wage increase and note its impact on our budget
- Assist with year-end projections and budgeting procedures with Executive Director and Financial Committee/Executive Committee

### ***Leadership***

- Work closely with the Executive Director, Region 2 Staff, Board of Directors in developing and implementing budgeting goals & budgets
- Support the review and revision of accounting and other financial management activities related to compliance with grant programs and funders
- Act as liaison and support to the Executive Director, Grants Manager, Board Treasurer and Finance Committee in the presentation of organization financial information

***Grant Support***

- Maintain system for paying grantees one month prior to project start date on calendar.
- Collect W-9's from granted Individual Artists and consultants
- Make our online grants system available to auditors and gather specific grants information as requested by the auditor and Minnesota State Arts Board Remote Financial Reconciliation for annual audit report
- Provide auditor with grantee tax information such as W-9's, EINs, and 501(c)3 non-profit status letters.

***Additional Office Support***

- Maintain inventory of R2AC office supplies and make purchases annually or when deemed necessary
- Develop and maintain office-filing systems, both paper and digital
- Other duties as assigned