



Title	Associate Director of Finance
Department(s)	Admin
Reports to	Executive Director
FTE	1.0
Status	Exempt

Job summary

Pratt Fine Arts Center is seeking a highly motivated and energetic Associate Director of Finance. Reporting to the Executive Director, the Associate Director of Finance will provide financial leadership by understanding Pratt's operations and initiatives thoroughly and generate key financial analysis and data to support and build consensus toward organizational goals. The Associate Director of Finance is a core member of the administrative team and is a key finance and risk liaison to the Board of Directors. The Associate Director of Finance position offers the option of a hybrid, flexible work schedule.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

RESPONSIBILITIES

The Associate Director of Finance will work closely with the Executive Director, Treasurer, Finance Committee, and Pratt staff to ensure a high level of understanding of the budget and overall organizational financial health. This position will need to proactively build trusting relationships and regularly communicate with studio and department managers to understand the drivers of Pratt's financial performance and identify actions that can foster Pratt's long-term sustainability.

Primary responsibilities include:

- Drive process improvements – particularly, in the first few months of employment – to reduce bottlenecks, inefficiencies, and improve the timeliness and reliability of financial reports
- Mine data from various sources and interact with directors and studio managers to understand and estimate costs (for individual classes, studios, etc.) that can inform overhead allocations, portfolio decisions, pricing, and contributed income strategy
- Work alongside the accounting team in performing reconciliations, closing the books, and creating financial reports
- Manage cashflow to ensure all obligations are met including payroll, AP, etc.

- Maintain the organization's financial policies and procedures
- Lead annual audit process and work with external auditors to ensure the audit is done on a timely basis
- Spearhead annual budget process, guiding all budget officers, and provide quarterly check-ins with budget officers
- Regularly review the adequacy of internal financial controls to safeguard assets
- Analyze and clearly present monthly financials to the Finance Committee, taking accountability for understanding significant variances and performing appropriate follow-up
- Reviewing and renewing liability insurance as well as filing claims, etc.
- Provide data and/or regular reports to external partners as needed or required
- Oversee and respond to all inquiries from Federal, State, and local agencies or governments regarding taxes, fees, financial regulations, employment, etc.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, arts administration, a related field, or equivalent experience.
- 3+ years' experience managing finances for a non-profit
- Prior experience in administering an accounting system for a nonprofit
- Experience in working across data, demographic, and financial platforms to produce informed directives for an organization
- Competence in serving diverse populations
- 3+ years' experience in budgeting processes
- Demonstrated commitment to diversity, equity, and inclusion

PREFERRED QUALIFICATIONS

- Ability to build relationships with diverse community partners
- Passion for discovering new, innovative, and effective forms of showcasing data, improving reporting systems, and developing different methods for data which can serve the organization
- Positive, can-do attitude and a sense of humor

COMPENSATION

\$75,000 to \$85,000 + employer-paid medical and dental. And Long-term disability provided. Employee-paid short-term disability and retirement programs are provided but are optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

APPLICATION REQUIREMENTS

Please send a cover letter outlining your interest and qualifications, and your commitment to diversity, equity and inclusion, as well as a resume and three references to Jessica Borusky, Executive Director, at jborusky@pratt.org. No calls or drop-ins, please.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All

personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION DEADLINE

Applications will be reviewed on an ongoing basis, and the position will remain open until filled.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous, & People of Color (BIPOC) are encouraged to apply.