

**Title: Director of Finance**

**Department: Administration**

**FTE: 1.0 Full time, \$92,000 to \$118,000 annually**

**Exempt Status: Exempt**

## **JOB SUMMARY**

Pratt Fine Arts Center is seeking a highly motivated and energetic Director of Finance will work alongside the director team and Board of Trustees. Reporting to the Executive Director, the 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 Director of Finance is a core member of the administrative team and is a key finance and risk liaison to the Board of Trustees. The Director of Finance offers the option of a hybrid, flexible work schedule.

Pratt Fine Arts Center is an equal opportunity employer and 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 Director of Finance will work closely with the Executive Director, Deputy Director, and Director of Development, alongside the Treasurer, Finance Committee, and Pratt staff to ensure a high level of understanding of the budget and overall organizational financial health. This position will 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:**

#### **Budget and Reporting**

- Spearhead annual budget process, monitor annual budget, analyze and provide recommendations to stay on budget
- Enter annual budget into QuickBooks
- Produce monthly financial and cash flow reporting for Pratt Board of Trustees
- Meet with all budget officers monthly
- Assist with timely process of 990 and annual audit
- Drive process improvements and reliability of financial reporting and comprehension
- 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

- 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
- Drive development, implementation, and monitoring of financial controls and practices, ensuring compliance with GAAP (Generally Accepted Accounting Principles)

### **Bookkeeping and Accounting**

- Maintain/manage all accounts
- Maintain/manage all payable and receivable controls and accounting procedures- including processing authorized payments
- Reconcile accounts and closes books monthly
- Prepare and codes invoices for BillPay
- Oversee clear reporting and organization for all income-tracking platforms: including ACC, MaxGiving, Benevity, PayPal, Square, Blackbaud, and foundations
- Oversee credit card policy, accountability, and reconciliation
- Maintain chart of accounts and class list
- Prepare and file annual 1099s
- Make appropriate accrual and deferral entries
- Make appropriate journal entries to record payroll from payroll reports
- Manage cashflow to ensure all obligations are met including payroll, AP, etc.
- Maintain the organization's financial policies and procedures

### **Grant Management**

- Assist with grant submissions and grant reports with Grants Manager
- Tracking grant cycles and payments with Grants Manager

### **Payroll and Operational Administration**

- Administer payroll process and benefits with Deputy Director
- Manage select administration activities including state unemployment and tax registrations
- Manage insurance policies including reviewing and renewing liability insurance as well as filing claims, etc.
- Oversee and respond to inquiries from Federal, State, and local agencies or governments regarding taxes, fees, financial regulations, employment, etc.
- Assisting with quotes/invoices and payments for vendors
- Tracking life-cycle of contracts

### **Qualifications**

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

### **Preferred Qualifications**

- CPA or equivalent accounting experience
- 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 and its stakeholders
- Positive, can-do attitude and a sense of humor

### **COMPENSATION**

\$92,000 to \$118,000 annually with employer-paid benefits; long-term. Retirement programs are provided but are optional. Benefits include 403(b), insurance benefits including vision, dental, life, disability.

### **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 [employment@pratt.org](mailto:employment@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. Priority will be given to applicants who apply before June 20th, 2026.