

Interim Director of Finance and Operations

The Morean Arts Center seeks a dynamic and experienced Interim Director of Finance and Operations. Reporting to the Executive Director, this critical role will provide comprehensive financial and operational oversight across all four of the Morean Arts Center's locations. The Interim Director will be instrumental in ensuring the organization's financial health, operational efficiency, and long-term sustainability.

Key Responsibilities

Financial Management:

- Lead the annual budgeting process for the Morean Arts Center, encompassing operating, capital, and reserve funds. Ensure alignment with strategic goals.
- Monitor and manage cash flow, regularly analyzing financial data to ensure revenue and expenses are in line with budget projections. Identify and address any discrepancies promptly.
- Prepare, present, and interpret monthly financial statements for the Board of Trustees, Treasurer, Finance Committee, and department heads, including detailed profit and loss analyses.
- Oversee the review and approval process for all financial transactions, including invoices, check requests, and credit card reconciliations. Resolve discrepancies and ensure accuracy.
- Collect and synthesize financial data required for grant applications, collaborating with the Development team to secure necessary funding.
- Manage the organization's investments and accounts, optimizing returns while maintaining compliance with the organization's financial policies and risk tolerance.
- Manage the organization's insurance policies, ensuring adequate coverage and compliance with all legal requirements. Regularly review policies to identify potential gaps or opportunities for cost savings.
- Serve as the primary liaison with external accountants during the annual audit, ensuring compliance and accurate financial reporting.
- Oversee payroll processing, benefits administration, and ensure compliance with relevant HR policies and procedures.

Operational Oversight:

- Manage and oversee the day-to-day operations of all four Morean Arts Center venues, including two direct reports who are venue operation managers, ensuring facilities are well-maintained, safe, and welcoming for staff, artists, and visitors.
- Hire, supervise, and coordinate with vendors for building maintenance, landscaping, and other essential services.

- Proactively plan, budget, and manage capital projects and major repairs, ensuring minimal disruption to operations.
- Oversee all vendor contracts for operations including office equipment, IT, and security services, ensuring all contracts meet the organization's needs and deliver value.

Qualifications

Education and Experience:

- Bachelor's degree in business, finance, accounting, or a related field.
- A minimum of five years of progressively responsible experience in financial administration, accounting, and operations management, preferably in a nonprofit or arts organization.
- Proficiency with Blackbaud Financial Edge and Microsoft Office Suite.

Knowledge, Skills, and Abilities:

- Strong organizational and communication skills, with the ability to analyze complex financial data and present clear, actionable insights.
- Excellent analytical and problem-solving skills, with a keen attention to detail.
- In-depth knowledge of human resources policies and procedures, including payroll and benefits administration.
- Collaborative and goal-oriented, with a commitment to fostering a positive and inclusive workplace culture.
- Demonstrated discretion and sound judgment, particularly concerning confidential matters.

Application Process

To apply, please submit your resume and cover letter detailing your qualifications and interest in the position to humanresources@moreanartscenter.org.