



## Glendale Arts Job Description

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Job Title:	<b>FINANCE &amp; HR MANAGER</b>
Department:	Administration
Reports To:	Chief Executive Officer
Direct Reports:	Bookkeeper, HR & Operations Coordinator
FLSA Status:	Non-Exempt
Starting Wage:	Hourly, \$24-\$26/Hour
Classification:	Full-Time

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### Position Summary:

The Finance and HR Manager reports to the Chief Executive Officer and oversees the day-to-day financial and human resource activities of Glendale Arts. This position is responsible for managing all accounting and banking functions for the organization, and works closely with the Chief Executive Officer to generate and track budgets both for internal purposes and outside agencies when needed. In addition, the Finance and HR Manager performs administration duties and human resource management including payroll, staff policy development, the coordination of training, and general staff well-being.

Overall, the position will be split into approximately 70% finance and 30% HR tasks.

### Supervisory Responsibilities:

The Finance and HR Manager supervises the finance and human resource departments of Glendale Arts. Responsibilities include hiring, training, scheduling, assigning, directing, and appraising direct reports.

The Finance and HR Manager carries out supervisory responsibilities in accordance with Glendale Arts policies and procedures and applicable federal and California state laws.

### Community Responsibilities:

The Finance and HR Manager will uphold the values, conduct, and ethics of the organization as set forth in our Community Expectations handbook.

This includes:

- Contributing to an inclusive workplace free from injury, illness, and harm.
- Upholding the Team Member and Supervisor Community Agreements.

A copy of our Community Expectations Handbook is provided on date of hire, but is available to applicants upon request.



## Glendale Arts Job Description

### Key Responsibilities Day-to-Day:

#### Budgeting

- Facilitates the annual budget process in collaboration with the CEO and prepares the annual operating, capital, and cash reserve budgets for Board meetings and presentations.
- Prepares staffing budgets for annual fundraisers and Glendale Arts produced events.
- Collaborates with the Director of Facilities and Safety to maintain and update the Capital Budgeting document.
- Monitors all grant related financial information.

#### Financial Management

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- Oversee overall financial management, planning, systems and controls.
- Direct department heads through the annual budgeting and planning process for the organization in collaboration with the CEO.
- Regularly meet with the CEO around fiscal planning.
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals & benchmarks.
- Lead the accounting department in reconciliations, year-end reporting, and ensuring that requests are resolved and communicated in a timely manner to internal and external parties.
- Oversee short and long-term financial and managerial reporting.
- Coordinate annual audit process and be a liaison with all outside vendor and audit committee.

#### Accounting

- Supervises the accounting and bookkeeping activities of the organization and ensures attention to detail, consistency, and accuracy.
- Manages accounts payables and receivables in collaboration with the CEO.
- Conducts quarterly reconciliations with accounting staff and prepares quarterly financial reports to be presented to the CEO, Finance Committee, and Board of Directors for approval.
- Interfaces with CPA firm(s) to coordinate annual financial audit and the filing of the 990s and other tax documents. Presents or coordinates presentations of documents to the finance committee.
- Prepares managerial accounting reports as requested by the CEO.
- Establishes, manages, and documents vendor contracts and relationships.



## Glendale Arts Job Description

- Collaborates with the Facilities and Safety Director to ensure annual updates to the fixed asset inventory and works with Glendale Arts accounting firm to calculate depreciation.
- Collaborates on policies around liquor asset accounting, reporting, and auditing.
- Prepares and maintains the Glendale Arts accounting handbook.

### Payroll

- Manages the payroll system and ensures compliance with state and federal laws and the Glendale Arts employee handbook.
- Supervises the administration of weekly payroll.
- Reviews payroll for accuracy.

### Human Resource Management

- Develops and administers human resources plans and procedures that relate to the organization including: recruiting, hiring, onboarding, training, reviewing, and terminating employees.
- Administers and maintains the Glendale Arts HRM system.
- Oversees the administration of health and retirement benefits processing.
- Coordinates training and mentorship programs for employees with staff supervisory responsibilities to ensure a safe and supportive workplace culture at all levels of the organization.
- Maintains accurate and confidential employee personnel files.
- Assists managers with the hiring process and staffing searches including job recruitment and applicant management.
- Maintains and updates all employment documents including Job Descriptions, Employment Policies Handbooks, Community Expectations Handbook, Department Playbooks, and the staff resource website ensuring consistency of expectations, language, branding, and format style.
- Stays abreast of tasks that may be needed to support the talent and culture of the organization.
- Ensures Glendale Arts' compliance with all applicable state and federal laws and regulations related to employment, postings, insurance, taxes, and other.
- Arranges for and/or supports ongoing professional development of staff.
- Plans and manages staff engagement activities including birthdays, anniversaries, staff appreciation meals, and the annual holiday party.



## Glendale Arts Job Description

### General Leadership

- Participates in the strategic, business, and tactical planning of the organization in collaboration with the Senior Staff and Board of Directors.
- Attends regular Senior Staff meetings.
- Leads regular Finance and HR department meetings.
- Facilitates the activities of the Finance Committee of the Board of Directors.
- Leads annual budget and finance training for new board members.
- Maintains Glendale Arts annual administrative calendar and organizational databases.
- Maintains Glendale Arts registrations to do business

### Other

- Performs other related duties as required.

### **Job Requirements & Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Availability

Must have the ability to work a flexible schedule, including evenings, weekends, and some holidays.

### Practical Knowledge & Skills

- A Bachelor's degree from an accredited college or educational institution preferably in theatre arts, business management or a related discipline. An advanced degree is desirable, but not required.
- Management experience is required.
- Three to five years previous work experience in finance and accounting is required.
- High level of skill in Microsoft Office is required.
- Ability to produce managerial accounting reports is required.
- Experience managing Human Resources is preferred.
- Experience with Quickbooks. Desktop version preferred.
- Fluency in a second language is preferred, but not required (Armenian and/or Spanish is particularly desirable).



## Glendale Arts Job Description

### Soft Skills

Individuals in this position must possess high levels of the below as their work represents themselves, their team, and Glendale Arts / the Alex Theatre.

- **Self-Management Skills** - Must manage own time and priorities to ensure that deliverables are completed on time, within budget, and with the desired scope and quality.
- **Accountability Skills** - Must commit to providing prompt responses to inquiries and requests, and relentless in following up until tasks are complete.
- **Communication Skills** – Must work and communicate (verbal and written) effectively with people of diverse cultural backgrounds.
- **Creative and Critical Thinking Skills** - Must demonstrate success in solving problems, manage multiple priorities, escalate issues appropriately, make decisions, and develop creative approaches to intractable issues.
- **Interpersonal Skills** - Must listen actively, synthesize ideas, and obtain cooperation from others in transforming those ideas into action. Must maintain effective working relationships with a variety of individuals at all levels in different professions.
- **Professional Skills** - Must exhibit maturity and professionalism in personal behavior.
- **Psychological Skills** - Must balance focus with flexibility and enthusiasm with patience, be willing to take ownership and initiative, and be comfortable with unpredictability, uncertainty, and multiple demands.

### Other Requirements

- Possession of a valid California motor vehicle operator's license and proof of automobile insurance coverage.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, The Finance and HR Manager may be required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, walk, climb, balance, stoop, kneel or crouch. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and depth perception. The employee will regularly use a clear-com headset and two-way radio handset.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



## **Glendale Arts Job Description**

The Finance and HR Manager may be subject to some atmospheric conditions such as fumes, odor, dust, chemical smoke, etc. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but is occasionally loud.

### **Applications:**

To apply for this position, please submit a cover letter, a resume, and 3 references to [employment@glendalearts.org](mailto:employment@glendalearts.org).

Please format all attachment titles in the following manner:

**“First Initial. Last Name Title of Document”**

Examples: “J Sahakian Resume” or “N Rodriguez Cover Letter”.

Applications will be accepted through June 11, 2021.