The Center for Arts at the Armory
Finance Administrator
30 - 40 hours, negotiable

The Center for Arts at the Armory is seeking to build our team with the addition of a Finance Administrator, reporting to the Chief Executive Officer and the Chief Operating Officer. Join our close-knit team and mission-driven organization, and work within a creative and dynamic environment. An overview of the job responsibilities are provided below.

Arts at the Armory is an arts and cultural center in Somerville, MA that has been operating since 2009 in the historic Armory building. The mission of Arts at the Armory is to provide an inclusive and accessible venue that creates opportunities for artists and cultural workers, brings diverse audiences together, enriches and transforms lives, and promotes the creative economy. Each year, Arts at the Armory hosts 750+ events in the Armory Performance Hall and Cafe in disciplines including music, dance, theater, literary arts, visual arts, film, circus, comedy and more

The Finance Administrator will perform the lead role in bookkeeping and financial management functions, supported by part-time staff (one of which handles payroll) and volunteers.

**Responsibilities include:**

- Processing accounts payable and accounts receivable
- Managing bank and other general ledger reconciliations
- Posting journal entries
- Monitor contracting agreements against entries into QB
- Pricing and cost analyses on concession sales
- Wage monitoring
- Grants management and compliance reporting
- Fixed asset register maintenance including depreciation
- Performing month-end closings
- Preparing monthly financial reports
• Perform other detailed financial reporting as needed
• Work with Co-Directors in budgetary creation and management, including periodic forecasting
• Work with CEO and auditors in preparation of taxes and annual audit
• Cultivate and maintains good working relationships with all vendors
• Work with Co-Directors to manage licenses, reports, leases, and all insurances, including health, to ensure adequate coverage and minimization of risk
• Keep track of financial and legal deadlines

Qualifications:

• Strong financial management knowledge, skills and aptitude; non-profit experience a plus
• At least 2 years bookkeeping experience required; nonprofit and/or small office experience desirable
• Software proficiency, especially QuickBooks, Square and Microsoft Excel & Word
• Solid organizational, management and communication skills
• Strong attention to detail
• Ability to be flexible and work within a small office environment
• Bachelor’s degree required

The hours and compensation package for this position is negotiable. Combination of remote and in-person work possible. Salary range is $40,000 - $50,000 commensurate with experience. The Armory is committed to hiring individuals who reflect the diversity of Greater Boston.

How to Apply
Please submit your cover letter and resume to the Co-Director/CEO at director@artsatthearmory.org with “Finance Administrator” in the subject line.