Job Announcement Financial Controller

Summary of Opportunity: East Bay Center for the Performing Arts in Richmond, California (The Center) seeks a talented colleague to oversee financial and business activities for a non-profit cultural Center with a budget under $3 million dollars.

Our Mission: East Bay Center for the Performing Arts, founded in 1968 in Richmond, California, engages youth and young adults in imagining and creating new worlds for themselves and new visions for their communities through the inspiration and discipline of rigorous training in world performance traditions.

What We Do
We offer diverse youth and young adults opportunities to grow and excel as learners, creators of art, and contributors to their communities. We provide broad and strategic community-based and public school performing arts access programs; rigorous individual and ensemble training; an intensive six-year, interdisciplinary diploma program; advanced internships; and commissions for new works of art. Our students, partners, and audiences deepen their experience and engagement with the life-affirming and community-building impact of music, theater, dance, and media-making from a selection of world cultures reflective of the community. Rooted in principles of youth development and community development as well as proven practices of the arts and culture field, the Center is a trusted anchor institution for place-based action, optimism, and collaboration among diverse members of a complex community.

For more information, please visit www.eastbaycenter.org

Position Description and Reporting:
The Financial Controller reports to the Deputy Director. The successful candidate will be a participative manager and will lead a small team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT. The Financial Controller will play a critical role as part of the senior leadership team in strategic decision making and operations as the Center continues to enhance its quality programming and builds capacity. This is a serious opportunity for a finance and operations leader to join a team with strong commitment and infrastructure, and contribute to the ongoing capacity-building of a nationally-respected, high-impact organization.

Core Responsibilities

Financial Management
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the audit committee of the board of directors; analyze any suggested changes.
Lead annual budgeting process and coordinate planning process in conjunction with the Exec/Art. Director and senior leadership team; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization’s financial status.

Manage organizational cash flow and forecasting.

Implement contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

Update and implement all necessary business policies and accounting practices; update the finance department’s overall policy and procedure manual.

Effectively communicate and present critical financial matters to the board of directors.

Ensure with local, state, and federal government reporting requirements and tax filings.

Human Resources, Technology and Administration

Oversee the payroll system and the maintenance of employees’ files.

Ensure compliance with California labor laws, and initiate changes and updates in the personnel manual when necessary.

Administer employees’ benefits programs (health care coverage, workman’s compensation, and 401(k) plan) and manage the related vendor contracts.

Manage the institution’s insurance policies.

Qualification: We seek a colleague who has at least a Bachelor’s Degree in Accounting, Finance or a relevant major, 8+ years of related experience in financial management (preferably with 3-5 years in non-profit sector), 5+ years directing year-end audits, excellent computer skills, excellent communication skills both verbal and written. Experience working with Sage 50 Accounting Software is preferred. Our preferred candidate is a confident leader with a sense of purpose and humor, able to work effectively with a diverse community of stakeholders and colleagues. The ideal candidate will be mission driven and possess a passion for youth and the community in which we are located.

Work Schedule: Customary Work Hours: 40+ hours per week. Customary Work Days: Monday-Friday, evenings and weekends as required. Status: Full-time, exempt.

Salary and Benefits: Competitive depending on the candidate’s experience and qualifications.

Application Process: Applicants should email their resumes and cover letters describing their qualifications and interest to Jordan@eastbaycenter.org. Please reference Financial Controller in the email subject line.