



Job Description Finance Manager

Reports to: Executive Director

Job Purpose: Cottonwood Center for the Arts is looking for a part time person with accounting and bookkeeping background to manage and oversee the finances, collect rents and maintain leasing records, coordinate purchases and services with vendors, and assist Executive Director with daily operations. The successful candidate must have five years of accounting experience with a preference for experience with nonprofit organization. Cottonwood located in downtown Colorado Springs includes workspaces for artists, classes, exhibits, and performances.

Key Responsibilities and Accountabilities

- Prepare monthly and yearend balance sheet, profit and loss statement, past due accounts, and rent roll.
- Assist Executive Director in preparing the Annual Budget and Business Plan for Board approval.
- Maintain personnel and payroll records and coordinate with third party payroll contractor.
- Coordinate with state, local, and federal agencies licensing, permits, and tax payments and preparation of 990.
- Handle monthly rental billings and collections and maintain leasing records. Refer leasing prospects to Executive Director
- Coordinate with other employees the income collections from art sales, classes, performances, and events.
- Handle billings and vendor payments and bank deposits
- Receipt gifts and donations to Cottonwood and maintain donor data base.
- Coordinate purchases and services with vendors.
- Prepare and maintain files and records for Cottonwood to include artist and financial policy handbooks, governance documents, and board minutes and agendas.
- Assist Executive Director with daily operations to include answering phones, handling inquiries about programs, providing event information to media and local calendars, handling maintenance requests from tenants, and helping with events.
- Cottonwood maintains a small staff and must have a sense of teamwork to take on responsibilities as assigned by Executive Director.
- Follow duties as outlined in Cottonwood Accounting Policy Handbook.

Skills

- Understanding and knowledge of accounting systems and financial reporting for a non profit.
- Accounting degree from a two or four-year college
- Experience as Office Manager for similar organization
- Five years or more experience in handling the accounting for similar organization.
- Ability to handle QuickBooks, financial spreadsheet, and word processing software.
- Good communication and written skills and word processing skills
- Good organizational skills
- Commitment to strong customer service and teamwork with other employees
- Appreciation or knowledge of the arts
- Ability to lift boxes of 10-25 pounds as part of managing an office
- Position is 15-20 hours a week and at times may require additional hours. Position does not include benefits.

Application to Jon Khoury at director@cottonwoodcenterforthearts.com or mail to 427 E Colorado Ave, Colorado Springs, Co 80903 include cover letter and resume along with salary requirements. Resume review will begin April 29, 2016.