



Title	Finance Director
Department(s)	Admin
Reports to	Executive Director
FTE	1.0
Status	Exempt

Job summary

Pratt Fine Arts Center is seeking a highly motivated and energetic Finance Director. Reporting to the Executive Director, the Finance Director will provide financial leadership by understanding Pratt's operations and initiatives thoroughly and providing key financial analysis and data to support and build consensus for future operations, fundraising, and campus development. The Finance Director is a core member of the leadership team, helping to shape organizational strategy and impact, and is a key finance and risk liaison to the Board of Directors. The Finance Director position offers the option of a hybrid, flexible work schedule.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

RESPONSIBILITIES

The Finance Director will work closely with the Executive Director, Treasurer, Finance Committee, and Pratt staff to ensure a high level of understanding of the budget and overall organizational financial health. This requires proactive communication with our different studios and departments and how each affects budgetary needs and changes. Other responsibilities include responding to, and proactively working with, external partners to achieve financial and organizational goals, while ensuring continued good working relationships.

Primary responsibilities include:

- Spearhead annual budget process, guiding all budget officers, and provide quarterly check-ins with budget officers
- Regularly review the adequacy of internal financial controls to safeguard assets
- Establish and maintain the organization's financial policies and procedures
- Lead annual audit process and work with external auditors to ensure the audit is done on a timely basis
- Inform and drive Pratt's long-term financial strategy and planning

- Work with the Treasurer to report monthly financials to the Finance Committee
- Work with the Treasurer to analyze and present financial data in an accurate and timely manner, clearly communicating monthly and annual financial statements
- Supervise and oversee the accounting team in closing, reconciliation, & reporting
- Manage cashflow to ensure all obligations are met including payroll, AP, etc.
- Reviewing and renewing liability insurance as well as filing claims, etc.
- Provide data and/or regular reports to external partners as needed or required
- Oversee and respond to all inquiries from Federal, State, and local agencies or governments regarding taxes, fees, financial regulations, employment, etc.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, arts administration, a related field, or equivalent experience.
- 5+ years' experience managing finances for a non-profit
- Prior experience in administering an accounting system for a nonprofit
- Experience in working across data, demographic, and financial platforms to produce informed directives for an organization
- Competence in serving diverse populations
- 3+ years' experience leading an organization-wide budgeting process
- Demonstrated commitment to diversity, equity, and inclusion

PREFERRED QUALIFICATIONS

- Ability to build strong relationships with diverse community partners
- Passion for discovering new, innovative, and effective forms of showcasing data, improving reporting systems, and developing different methods for data which can serve the organization
- Positive, can-do attitude and a sense of humor

COMPENSATION

\$75,000 to \$85,000 (pay is commensurate with experience) + employer-paid medical and dental. And Long-term disability provided. Employee-paid short-term disability and retirement programs are provided but are optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

APPLICATION REQUIREMENTS

Please send a cover letter outlining your interest and qualifications, and your commitment to diversity, equity and inclusion, as well as a resume and three references to Jessica Borusky, Executive Director, at jborusky@pratt.org. No calls or drop-ins, please.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION DEADLINE

Applications will be reviewed on an ongoing basis. Priority reviewing will be given to applications submitted before November 1st. However, the position will remain open until filled.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. Black, Indigenous, & People of Color (BIPOC) are encouraged to apply.