

# ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

## Finance & Administration Manager

January 2024

### Organization

Established in 1948 by artists, the Asheville Art Museum engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina, as well as visitors from around the country and the world.

### Position Description

The **Finance & Administration Manager** manages all aspects of the Museum finances in partnership with all departments, serves as Trustee liaison, and manages the day to day administrative needs of the Executive Director and Museum. This position is responsible for all financial duties including daily accounting, departmental and grant budgeting, financial analysis, and financial statement preparation and reporting. The Finance & Administrative Manager schedules and manages bi-monthly Trustee meetings, communicates with Trustees, and manages the Executive Director's calendar and files. This position reports to the Executive Director and has no employee direct reports.

### Primary Responsibilities/Essential Functions:

#### *Financial Responsibilities:*

- Maintain Museum financial data and ensure regulatory compliance.
- Process daily deposits, accounts payable, credit card transactions, etc. Accurately enter daily transactions into accounting software (QuickBooks online).
- Track all revenues and expenditures by department and program, and when applicable by funder or grant.
- Keep detailed records of all transactions according to industry standards.
- Review and track purchase requests against board approved budget, ensuring appropriate spending practices.
- Review hourly employee timeclock records, process bi-monthly payroll and contractor payments; process and record all necessary tax reports and payments according to federal and state requirements.
- Reconcile monthly bank account and credit card statements, ensuring accuracy and proper recording.
- Reconcile monthly investment accounts, tracking all Endowment fund deposits, revenues, and fees.
- Prepare and present monthly financial statements for staff and Trustees, communicating areas of note and comparisons to prior year and budget.
- Manage annual audit, providing outside auditors with all requested documents and information, answer all auditor questions, ensuring proper recording of audit adjustments, and communication of audit notes to Trustees.

- Manage annual tax return preparation with outside tax preparation firm; review and reconcile tax return drafts ensuring proper program revenue and expenditure reporting and communication of return results to Trustees.
- Organize and manage budget process including annual budget preparation and mid-year analysis and revision; coordinate with staff to determine department financial goals; regularly update staff and management with budget vs. actual reports and analysis.
- Calculate, prepare, and file monthly sales tax reports and payments.
- Track sales tax paid and file for reimbursement twice annually.
- Actively participate in grant and sponsorship planning conversations; prepare budgets, track revenues and spending, and prepare financial reports for grants and sponsorships; write budget justifications and financial evaluations for grants as needed.
- Communicate financial position to management and Trustees, present data in appropriate format to relay information to multiple audiences – management, staff, auditors, grants, etc.
- Facilitate and communicate with Trustee Finance and Audit Committees as needed and required; provide reports and analysis to Treasurer and Executive Committee.
- Maintain banking relationships and monitor earning opportunities, communicate with Finance Committees about banking and investment options.

*Administrative Responsibilities:*

- Serve as Trustee liaison - scheduling bi-monthly meetings, collecting and sending out departmental reports, take and prepare meeting minutes, keep annual “board books”, and communicate with Trustees as needed.
- Maintain Executive Director’s calendar and schedule, facilitating meetings between ED and staff as requested, scheduling donor meetings, and assisting ED with any meeting needs.
- Schedule and facilitate bi-weekly staff meetings – send staff reminders, prepare agenda with ED and department directors, keep meetings on task, and take meeting notes for staff unable to attend.
- Oversee contract HR Consultant and ensure proper onboarding and benefits of staff.
- Maintain general office supplies and order special supplies as needed by staff while maintaining budget.
- Manage organization systems such as 3CX telephone system, Office 365 account, IT contractors, and Cannon copier contracts and supplies.
- Manage recording and location of organization documents and policies.
- Interact with arts community and civic bodies as an advocate for the arts and the Museum.

**Special Requirements & Compensation**

- This in-person, year round, full-time position with full benefits may, at times, require a flexible schedule to accommodate events and after-hours work.
- Annual compensation includes a salary range of \$55,000 to \$58,000 depending on experience, plus paid time off, health, dental, and life insurance, and retirement benefits after the required probationary period.
- The incumbent should have a valid driver’s license, be able to traverse the Museum, handle technology and controls, and travel locally for Museum business.

## **Education & Experience**

- The ideal candidate is an accounting professional with an acute attention to detail and excellent communication skills.
- 5+ years work experience in accounting, non-profit experience and undergraduate degree preferred.
- Experience with creating and maintaining budgets.
- Experience with QuickBooks Online, creating and understanding Excel spreadsheets, charts, and graphs, and processing payroll and associated taxes.
- Strong verbal communication and interpersonal skills, the ability to be flexible in communicating data to meet the needs of the audience.
- Eager and able to learn the operations of a mid-sized fine art museum and private non-profit.
- Maintain the highest standards of professional ethics and integrity.
- Must be able to work independently, collaboratively, and effectively in a fast-paced, creative environment.

**To apply please send complete resume, cover letter, writing sample, and fundraising history to [careers@ashevilleart.org](mailto:careers@ashevilleart.org) with "Finance & Administrative Manager" in the subject line.**

## **Equal Employment Opportunity**

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **Diversity, Equity, Access, and Inclusion**

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.