



Director of Finance Job Posting

Position Overview

The Director of Finance for Richmond Performing Arts Alliance (RPAA) (formerly Richmond CenterStage Foundation) will function as a member of the Senior Management Team (alongside Director of Development and Director of Education) to fulfill RPAA's mission to provide diverse local and world-class performing arts, transformative arts education experiences for students of all ages, and inspirational venues—all to strengthen the cultural and economic vitality of the Greater Richmond region. The Director of Finance reports to the Executive Director and works in collaboration with fellow Management Team members.

In addition to its comprehensive BrightLights Education Initiatives and wide array of performances and productions, RPAA hosts a range of resident arts companies and other performing arts groups in a collaborative environment while overseeing its family of venues: Altria Theater at Monroe Park and Dominion Arts Center, which houses Carpenter Theatre and Dorothy Pauley Square – home to Rhythm Hall, Libby S. Gottwald Playhouse and Genworth BrightLights Education Center.

Our vision is to be a catalyst for creative and vibrant arts throughout the Richmond region.

Director of Finance Responsibilities

The Director of Finance is responsible for managing the administration of all RPAA financial functions including financial management and reporting, planning and budgeting, recordkeeping and reporting, interactions with RPAA's subsidiaries, benefit management, and assisting with special projects/events (periodically).

The Director of Finance is responsible for keeping the Executive Director informed of the organization's financial position in a timely manner. The position ensures that all financial recordkeeping is accurate and conducted according to generally accepted accounting principles.

The Director of Finance is responsible for ensuring that appropriate internal controls are in place, and ensuring that day-to-day financial transactions are handled properly. S/he functions as the staff representative to the Finance Committee of the Board.

The Director of Finance is responsible for working closely with other members of the Management Team to ensure smooth, timely and efficient operations within RPAA, and to foster a cooperative and professional work environment. At a minimum, the Director of Finance will work with other members of the Management Team to:

- Evaluate organizational structure semi-annually to ensure resources are maximized and the organization is functioning smoothly.
- Develop program, initiative and overall organizational budget in consultation with key staff and others on the Management Team.
- Provide leadership, oversight and support for various initiatives as requested.

In fulfilling this role, the Director of Finance will have the responsibility for and the authority to oversee the following:

Financial Management and Reporting

The Director of Finance is responsible for all aspects of financial management. The position is also responsible for the provision of accurate and timely financial reports and the maintenance of RPAA's records. Specific responsibilities include:

- Ensuring proper handling of cash receipts and cash disbursements including bank deposits, timely payment of invoices, proper expense allocations and transfers between bank accounts.
- Ensuring that all bank accounts are reconciled monthly.
- Overseeing all payroll functions, including semi-monthly processing as well as monthly, quarterly and year-end tax reporting.
- Producing timely monthly financial statements and programmatic budget to actual variance reports.
- Serving as the point person for the annual audit, and overseeing and preparing all audit materials.
- Coordinating preparation of the organization's IRS Form 990.
- Reconciling intercompany accounts and preparing reports on a quarterly basis from subsidiaries to consolidate into the consolidated books and records.
- Ensuring that complete files of all information related to financial transactions are maintained (bank statements, invoices and vendor files, service contracts, contract files, and insurance policies).
- Working with appropriate bank personnel to ensure compliance with policies and ensure bank funds are allocated to maximize earnings.
- Interacting regularly with Development staff to ensure that all donations are accurately recorded and restrictions are adhered to.
- Working with Development staff to develop budgets for grant applications and prepare expenditure reports for grants received.
- Monitoring investment funds and preparing performance reports.

Planning and Budgeting

The Director of Finance is responsible for ensuring that the Executive Director and Board of Directors have access to accurate and timely income and expense data and projections for the organization overall, as well as program- and initiative-specific budgets. The Director of Finance will:

- Monitor RPAA's revenues and expenses to make certain they are on target with the approved budget and provide explanations for any material variances.
- Develop and maintain regular cash flow projections.
- Direct and oversee the preparation of RPAA's overall and programmatic annual budgets.
- Prepare other financial reports as requested by the Board and the Executive Director.

Investment Management and Analysis

The Director of Finance is responsible for the review and analysis of RPAA's investments. The Director will:

- Work with RPAA's investment advisors and bank personnel to ensure compliance with RPAA's investment policies.
- Monitor performance of investment portfolio and bank accounts.
- Ensure that investment advisors prepare timely investment reports for Board review.
- Review investment policies periodically to determine relevance in light of an ever-changing market, and work with investment advisors and the Finance Committee to update and revise, as necessary.

Benefits Management

The Director of Finance is responsible for overseeing benefit management including the 401(K) retirement plan, disability, health, dental and life insurance plans. This includes:

- Serving as liaison with benefit consultants, ensuring appropriate dialogue to procure maximum benefits within the organization's budget and in compliance with laws and regulations.
- Overseeing employee benefits plans and maintaining employee files.
- Monitoring and analyzing the financial impact of the benefits package, including the 401(K), disability plan and various insurances.
- Overseeing submission of required reports (IRS Form 5500) and ensuring compliance with federal regulations for 401(K) contributions.

Special Projects and Support

The Director of Finance is responsible for supporting the RPAA's work overall, including:

- Assisting with the preparation of materials for Board meetings.
- Assisting with special projects and events, as requested by the Board of Directors and Executive Director.

Required Qualifications:

The Director of Finance position requires a proactive, organized, detail-oriented individual who learns quickly and is capable of working positively and effectively with RPAA's staff, vendors and Board of Directors in a fast-paced environment with multiple, shifting priorities. The ideal candidate should demonstrate a high degree of self-confidence balanced with humility, diplomacy, good judgment, political savvy, collegial personality, and high professional standards.

Candidate must have/demonstrate:

- BS in Accounting; Master of Accountancy or CPA preferred
- Eight years of experience in the field, with at least half of that working with non-profit organizations preferred
- Proven success in non-profit finance and the management of multiple public and private funding streams of a multi-faceted organization.
- Proficiency in QuickBooks.
- Ability to plan ahead, manage deadlines, and maintain/establish systems so the organization continues to operate smoothly and effectively.
- Ability to occasionally work nights/weekends in support of special events.
- Strong analytic and communication skills, ability to write clearly and succinctly and make well-organized verbal presentations.
- Ability to work as a team member in a collegial setting, supporting the mission of the organization.

Salary: Commensurate with experience and ability.

Benefits: RPAA offers a comprehensive benefits package, including leave time, parking, health/life insurance, and 401(K).

To apply: Please submit cover letter with resume, and salary requirements by August 31 to: Janet Starke, Executive Director, RPAA, 600 E. Grace Street, Ste. 400, Richmond, VA 23219, or info@rpaalliance.com. No phone calls, please.

Classifications: Leadership and Executive

Location: Richmond

Website: rpaalliance.com/