



THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage theater for 500 seated, a black box theater for 100, and three studios and workshop spaces.

TITLE: Accounting & Human Resources Manager

CLASSIFICATION: Full-Time, Exempt

REPORTS TO: Executive Director

SALARY RANGE: \$68,640 to \$80,000 depending on experience

JOB PURPOSE: The Center for the Arts is seeking an Accounting & HR Manager to oversee its finances, payroll, and basic human resources functions. The Accounting & HR Manager will be a part of The Center's leadership team taking an active role in providing outstanding cultural arts service in the community and contributing to maintain The Center's positive and professional work environment.

Working with the Executive Director, the Accounting & HR Manager will provide accurate financial data, analytical support, insight, and strategy for our programs and operations. The Accounting & HR Manager will manage an effective and streamlined administrative/financial support system including bookkeeping, financial reporting, human resources, legal, and information technology (IT). They will be responsible for organizing, developing, and implementing the annual operating budget and maintaining best practices with respect to GAAP, non-profit financial reporting, and human resources management. This position manages one direct report (Accounting Assistant) and multiple vendor/contractor relationships.

DUTIES and RESPONSIBILITIES:

- Prepare annual operating budgets in collaboration with program leads
- Complete the month-end close process in preparation for monthly financial reports including budget vs. actual, event/program-specific profit and loss statements, and cash flow projections
- Monthly reconciliation/review of all Balance Sheet accounts including proper posting and classification of deferrals and accruals, adjusting entries, etc.
- Track restricted funds (grants, program-specific donations, capital project donations) and their receipt and release dates
- Serve as staff liaison to the Finance Committee and present budget vs. actual and other financial reports for monthly Finance Committee meetings
- Manage weekly cash flow needs and accounts payable schedule by tracking incoming and outgoing funds, talent fees, teacher fees, and recurring expenses
- In partnership with Executive Director, consult on financial planning and program strategy
- Ensure The Center is in compliance with state and federal regulations regarding taxes, payroll, employee classification, independent contractors, audits, raffles, and artist withholding
- Track, report, and pay royalties for all performances due to performing rights organizations (ASCAP, BMI, and SESAC).
- Track and pay monthly sales tax payments for bar and merchandise sales. File and pay quarterly sales tax returns.



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- Serves as staff resource in administrative and financial discussions for bar, merchandise, and box office as well as other areas seeking guidance at The Center
- Provides recommendations for cost reductions and increasing revenue at The Center
- As a member of the Leadership team at The Center, participates in strategic planning, developing staff policies and procedures, and advising on professional development for staff
- Oversee onboarding and exit procedures, employee handbook, employee records, annual reviews, and other confidential information
- Run semi-monthly payroll for all employees
- Stay current with semi-monthly workers compensation payments and CalSavers IRA contributions
- Manage an Accounting Assistant responsible for Accounts Payable, Accounts Receivable, daily sales entries, show-specific journal entries, and other data entry.
- Work with audit committee and outside CPAs to complete annual audit and tax return
- Attend bi-weekly Staff and Leadership Meetings

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- 3+ years of similar level accounting experience
- 3+ years experience with Quickbooks Online or a Quickbooks Online certification
- 3+ years management experience
- Outstanding customer service skills
- Outstanding written and verbal communication skills
- Must be able to multitask and work in a fast paced environment
- Full comprehension and use of Google Workspace and a high level of proficiency with technology
- Familiarity with Salesforce or PatronManager is a plus
- Previous experience in a non-profit and/or performing arts organization is a plus
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to maintain confidentiality concerning financial, staff, and donor files
- Strong attention to detail and high level of accuracy

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. The Center for the Arts is committed to building a diverse, inclusive, equitable and authentic workplace. If you're excited about this role, but your past experience doesn't perfectly align with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate for this or other roles with us.

HOURS: Full time, 40 hours per week. Time can vary based on event schedule and other deadlines. Some evening and weekend hours may be required.

BENEFITS

- Show tickets to any non-sold out CFTA production for you and a guest
- Flexible hours and hybrid work model
- Discounts on classes and workshops
- 20% discount on Center Merchandise and drinks at the Center Bar.
- Sick and Vacation time
- Paid holidays
- Free classes at Sweat Studio Fitness (current sponsorship, subject to change)

TO APPLY

Please send a cover letter and resume to hr@thecenterforthearts.org.



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DIVERSITY STATEMENT

The Center for the Arts is a cultural and educational organization that promotes and presents the literary, visual and performing arts for the enrichment of all. We believe that the arts can transform communities, open minds, and unite people through shared experiences of music, theater, dance, performance, literature and visual art. By making these accessible to all – regardless of race, ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic and ability status, geography, citizenship status, or religion – and by bringing diverse voices and perspectives to our rural population, The Center stands to play a unique role in making our community more just, worldly, and socially engaged. For more information, please visit: <https://thecenterforthearts.org/diversity-statement/>