



## Director of Finance & Administration - Job Description

**Location:** Grass Valley, CA

**Schedule:** Full-time, may include some evenings/weekends as required by organizational needs

**Compensation:** The pay range for this position at commencement of employment is expected to be between \$75,000 - \$85,000 per year. Base pay offered may vary depending on multiple individualized factors, including job-related knowledge, skills, and experience.

**Classification:** Exempt

**Reports to:** Executive Director

**Supervises:** Finance & Administration Associate; HR/Finance/IT Contractors (as needed)

### Organizational Overview

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has been a cultural cornerstone of Nevada County. Presenting more than 100 events each year - including music, theater, dance, comedy, literary, and visual arts - The Center operates from a newly renovated, state-of-the-art venue in downtown Grass Valley. The facility includes the Main Stage, which accommodates up to 507 seated or 750 standing guests.

### Position Summary

The Director of Finance & Administration (DFA) is a key member of the senior leadership team and is responsible for the financial health, administrative infrastructure, employee relations, and human resources compliance of The Center for the Arts. This position ensures strong financial stewardship, robust administrative systems, and consistent, compliant HR practices that support the organization's long-term sustainability. This role requires strong leadership judgment, cross-departmental collaboration, and the ability to guide organizational change in a small, mission-driven nonprofit environment.

The DFA directly supervises the Finance & Administration Associate and oversees specialized contractors in HR, finance, IT, and audit. The DFA provides strategic insight, organizational leadership, and systems-level oversight across finance, HR, IT administration, and organizational policies.

In 2026-27, the DFA will play a central role in implementing recommendations from an independent HR audit, including organizational policy updates, systems improvements, and evaluation of potential employee benefit structures.

Additionally, in 2026 The Center will undertake a search for a new Executive Director. As the senior leader overseeing human resources and organizational administration, the DFA will play a key role in supporting a thoughtful, transparent, and well-managed hiring process, helping ensure continuity and stability during this leadership transition.

## **Essential Responsibilities**

### **Organizational Leadership, Policy & Planning**

- Serve as a senior organizational leader, partnering closely with the Executive Director and department heads to support a healthy, well-managed organization.
- Provide clear financial, administrative, and policy guidance to support informed decision-making across departments.
- Collaborate with senior leadership on long-range financial planning, capital forecasting, HR structures, and organizational improvements, ensuring alignment across administrative, operational, and programmatic priorities.
- Supervise and mentor the Finance & Administration Associate; promote clear expectations, accountability, and professional development.
- Support organizational change initiatives, including HR audit implementation and leadership transitions, with transparency and care.
- Ensure organizational policies, handbooks, and administrative procedures are current, compliant, and consistently implemented.
- Partner with department leaders to align budgeting, staffing, and operational plans with organizational priorities.
- Maintain strong vendor and contractor relationships across finance, HR, IT, insurance, and administration.
- Promote cross-departmental communication, documentation standards, and a healthy organizational culture grounded in transparency and accountability.

### **Financial Management & Strategy**

- Lead all financial operations, including budgeting, forecasting, cash flow management, and financial analysis.
- Develop and manage the annual budget in collaboration with department heads, the Executive Director, and the Board Finance Committee.
- Produce timely and accurate monthly financial statements, cash flow projections, and event/program P&Ls.
- Oversee month-end close procedures: reconciliations, journal entries, accruals, deferred revenue, and cost allocations.
- Manage accounts payable, accounts receivable, payroll, sales tax filings, and royalty/license payments (ASCAP, BMI, SESAC).
- Track and report restricted funds, grant revenue, donor-designated funds, and capital project funds.
- Serve as staff liaison to the Board Finance Committee; prepare materials and present at board and committee meetings.
- Maintain compliance with GAAP and nonprofit accounting standards.
- Manage the annual audit process and coordinate preparation of the Form 990 with external CPAs, ensuring timely submission and accurate supporting documentation.
- Analyze financial trends and provide recommendations to support sustainability, cost efficiency, and earned revenue optimization.

**Human Resources Leadership**

- Ensure HR compliance with federal and California labor laws and nonprofit best practices.
- Implement recommendations from the independent HR audit, including updates to policies, compliance procedures, and documentation.
- Maintain the Employee Handbook and ensure policies are updated in alignment with current laws, best practices, and recommendations from the HR audit.
- Serve as a point of contact for employee workplace concerns. Oversee timely, thorough, and impartial investigations in compliance with California law; maintain documentation, protect against retaliation, and provide appropriate follow-up.
- When appropriate, coordinate with external HR consultants or, for issues involving the Executive Director, the Board Executive Committee.
- Oversee recruitment, hiring, onboarding, offboarding, and performance evaluation systems.
- Maintain accurate and secure employee records, job descriptions, compensation documentation, and pay equity practices.
- Oversee or coordinate payroll processing and ensure accuracy of timekeeping and benefits-related documentation.
- Partner with HR consultants as needed to maintain compliant and equitable employment practices.
- Lead evaluation and implementation of future employee benefit structures, as informed by HR audit recommendations and financial capacity.

**Administrative Systems & IT Oversight**

The DFA is responsible for the integrity, security, and functionality of the organization's administrative systems. Tasks below are executed by the Finance & Administration Associate or by specialized IT contractors; the DFA is accountable for the systems, policies, and oversight. These responsibilities will be phased in during the first 6-12 months as systems are assessed and improved.

**IT Administration & Google Workspace**

- Oversee organizational IT administration, including Google Workspace, user access controls, security settings, and data governance.
- Ensure consistent onboarding and offboarding protocols for systems access, devices, and shared Drives.
- Maintain oversight of organizational hardware, software, and authentication tools; ensure appropriate documentation and security practices.
- Manage relationships with IT vendors and contractors; oversee contracts, renewals, and escalation processes.

**Communications, Networks, & Access Control**

- Oversee administrative systems related to communications, facilities access, and security, including phone systems, internet services, keys, and alarm codes.
- Ensure consistent documentation, issuance, tracking, and recovery of access credentials during onboarding and offboarding.



## Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- 7+ years of progressive experience in accounting, finance, or administration.
- 3+ years in a director-level or management role.
- Expertise in QuickBooks Online, GAAP, and nonprofit financial reporting.
- Knowledge of California labor law, payroll systems, and HR compliance.
- Strong analytical, organizational, and communication skills.
- Ability to balance strategic leadership with hands-on oversight in a small-staff environment.
- Proficiency with Google Workspace; ability to manage/administer Google Drive structures and Google Admin.
- Commitment to equity, inclusion, and the mission of The Center for the Arts.

## Preferred

- CPA or equivalent accounting credential.
- Experience with nonprofit or performing arts organizations.
- Experience implementing HR systems or organizational policy changes.
- Familiarity with CRM/ERP systems (Salesforce/PatronManager).
- Experience supervising IT administration or working with IT contractors.

## Compensation & Benefits

- 4 weeks/year paid Flexible Time Off (FTO).
- Flexible scheduling and hybrid work potential after onboarding.
- Complimentary tickets to non-sold-out shows.
- Discounts on workshops, merchandise, and bar service.

## Workplace Culture & Non-Discrimination Statement

The Center for the Arts is committed to fostering a diverse, inclusive, and equitable workplace. Studies show that people from underrepresented backgrounds often hesitate to apply unless they meet 100% of the qualifications. If you are excited about this role but your experience doesn't align perfectly with every qualification, we warmly encourage you to apply.

## To Apply

Please email a resume and letter of interest to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org) by January 15, 2026.