

# FIELD ARTS & EVENTS HALL

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EXECUTIVE & ARTISTIC DIRECTOR

## JOB DESCRIPTION

### Finance Manager – F/T or P/T

#### Job Summary

We are seeking a highly skilled and proactive Finance Manager to join our team. This individual will be responsible for managing all daily financial operations, ensuring timely reconciliation and reporting across multiple revenue streams. In addition to regular bookkeeping duties, the Finance Manager will play a critical role in preparing for annual audits, refining internal financial workflows, and supporting organizational sustainability and oversee financial tracking and reporting for each department to ensure accuracy, compliance, and alignment with organizational goals.

#### Essential Job Functions

Under the direction of the Director of Financial Strategy, the Finance Manager will operate within the essential duties and responsibilities, which include the following. Other duties, responsibilities, and activities may change or be assigned.

- Record and classify all financial transactions using accrual-based accounting.
- Prepare monthly financial close, including journal entries (accruals, deferrals, allocations), bank and credit card reconciliations, and balance sheet reconciliations.
- Maintain and reconcile sub-ledgers, including A/R, A/P, prepaid expenses, and deferred revenue.
- Assist with monthly internal financial reports and spending analyses.
- Maintain and reconcile general ledger accounts.
- Oversee POS system reconciliations.

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- Prepare and make bank deposits, ensuring checks and cash are properly documented and deposited securely.
- Reconcile bank statements monthly and daily transaction matching
- Reconcile company credit card transactions with supporting documentation.
- Manage petty cash reconciliation and replenishment.
- Prepare and process weekly check runs, including ACH, credit card, and physical checks.
- Process employee expense reimbursements with appropriate backup and approvals.
- Support annual audit preparation and provide required documentation.
- Perform other duties as assigned.

## Qualifications

The Finance Manager must be enthusiastic and detail-oriented, deal well with time constraints and deadlines, have excellent interpersonal skills, and be highly organized.

The ideal candidate will also have these specific skills:

- 5+ years' experience in bookkeeping
- A thorough knowledge of accounting procedures
- Knowledge of non-profit accounting
- In-depth knowledge of the QuickBooks system.
- Strong computer skills including MS Word and Excel

## Requirements

- Must be able to bend, stoop, lift and carry items weighing up to but not limited to 50 pounds on a regular basis.
- Must be able to occasionally push/pull up to but not limited to 75 pounds.

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- Must be able to stand and or walk for long periods of time.
- Must be able to perform simple grasping, fine manipulation, overhead reaching, and repetitive hand, and arm movements frequently. Must have great communication skills and have strong interpersonal skills.
- Shows respect and sensitivity for cultural differences; treats people with respect; works ethically and with integrity; upholds organizational values.
- Reacts well under pressure; treats others with respect and consideration regardless of their status or position; exhibits a high degree of emotional intelligence.

Applicants must submit the following to be considered for the position:

- Cover letter, must state preference of FT or PT
- Resume
- Application

As an equal opportunity employer, we highly encourage people from any historically marginalized groups to apply including people of color, persons with disabilities, and members of the LGBTQ community.

To apply, please send resume and cover letter to [rhoda@fieldhallevvents.org](mailto:rhoda@fieldhallevvents.org) with subject line Finance Manager.

Any offer of employment is contingent on successful background check.

## **ABOUT FIELD ARTS & EVENTS HALL**

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthen our community.

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Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respect all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall serves the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

As a venue for conferences and events, Field Hall serves as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.