

**Organizational Position Description**

**Position Title: Finance and Administration Coordinator**

**GENERAL INFORMATION**

**WPA Payroll Title: Coordinator**

**Department: Finance and Administration**

**Title of Immediate Supervisor: Assistant Director of Operations and Administration**

**Hours: Part-time, 20 hrs. per week (Mon-Fri), Non-Exempt**

**Rate of Pay: \$24-\$28 per hour**

**Best Consideration Date: April 16, 2021**

**About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events in myriad performance venues and neighborhoods, Washington Performing Arts engages international visiting artists in community programs and introduces local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the D.C. Government. We have now embarked upon our second half-century, ever-inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

**Organizational Diversity:**

Washington Performing Arts prizes the diversity of the organization at every level—from programmatic content to composition of its board and staff—and is continually striving to better diversify its staff.

**Diversity Statement**

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

## **POSITION INFORMATION**

### **Position Summary/Purpose:**

The Finance and Administration Coordinator will provide accounting and administrative support to the Washington Performing Arts Finance and Administration team under the direct supervision of the Assistant Director of Operations and Administration. This is a critical role with the organization as this position will ensure the timely entry, management, and reconciliation of assigned accounts and provide the organization's finance team with support in directed areas.

### **Essential Duty #1: Administration**

**Percentage: 30%**

- Provide quarterly American Express card reconciliation to Washington Performing Arts' treasurer for President & CEO expenses
- Partner with the Finance & Administration team to ensure Washington Performing Arts' compliance with all DC regulatory offices (DOES, Clean Hands, etc.)
- Management of organizational system user administration, ensuring that Washington Performing Arts' staff has access to the necessary systems, and that departing staff are removed from systems as necessary. (Intacct, Zoom)

### **Essential Duty #2: Finance & Accounting**

**Percentage: 65%**

- Enter all W9 and ACH information for Washington Performing Arts' vendors into the organization's accounting system (Intacct)
- Process ongoing organizational Accounts Payables in partnership with the various departments of Washington Performing Arts
- Manage reconciliation and recording of all monthly American Express accounts for Washington Performing Arts
- Manage the recording and payment of all Finance and Administration related invoices into the organization's accounting system (Intacct)
- Reconcile and input monthly accounting entries for health insurance, payroll, rent, depreciation, revenue, and other ongoing entries as assigned
- Collaborate with Assistant Director of Operations and Administration to produce annual 1099s for Washington Performing Arts' contractors
- Assist with grant reporting and grant budgeting
- Assist in monitoring bank balance and cash flow

### **Essential Duty #3: Human Resources**

**Percentage: 5%**

- Assist with organizing and maintaining personnel files and organizational chart
- Assist Assistant Director of Operations and Administration with open-enrollment and other organizational HR matters.

**Supervisory Responsibility:** N/A

**Number of Direct Reports:** N/A

**Names and Functional Titles of Direct Reports:** N/A

### **Minimum Qualifications:**

- 2-3 years of directly relevant experience strongly preferred, especially accounting and finance experience
- High School Diploma, and proven track record of strong administration in complex organizations
- Working knowledge of non-profit accounting, financial management, and human resources
- Ability to exercise effective judgment, sensitivity, creativity to changing needs and situations
- Must be detail-oriented, and well-organized
- Excellent verbal and written communication skills
- Must have proficiency in Microsoft Office Suite especially Excel
- Working knowledge of Adobe Pro
- Must be comfortable with learning new computer systems software; prior experience with financial & accounting software is a plus

### **Essential Capabilities & Preferences**

- Bachelor's degree or working towards completion of a Bachelor's degree in Accounting, Finance, and/ or Business Administration is preferred.

### **Specific Conditions of Work**

- Work will be conducted primarily remotely during COVID-19 pandemic, with a return to the office post-pandemic.
- Washington Performing Arts' offices will remain closed in accordance with the DC Mayor's Office COVID-19 guidance.
- General office environment - once COVID-19 restrictions are lifted
- Ability to lift 20 lbs. from time to time
- This position is part-time, 20 hours per week, during regular business hours Monday-Friday. Specific schedule can be mutually defined..

**Benefits:** This part-time position is eligible to participate in Washington Performing Arts 403B retirement savings plan and receive prorated paid time off.

### **How to Apply:**

- Send cover letter and resume (in attachment format) to [hr@washingtonperformingarts.org](mailto:hr@washingtonperformingarts.org) with position title in subject line.
- For best consideration, please send applications by **April 16, 2021**.

***Please note: Applications without a cover letter will not be considered.***