

DIRECTOR OF FINANCE

Overview

Title:	Director of Finance	FLSA:	Exempt
Department:	Administration	Employment Status:	Regular, Full-time
Reports to:	Managing Director	Date Posted:	January 2024

Position Description

The Director of Finance manages Woolly Mammoth's accounting and financial management systems and processes and supports the Managing Director with big-picture financial planning for the organization. Of particular importance is ensuring accurate accounting and timely reporting of the company's financial position to staff and Board leadership to make sound financial decisions. The Director of Finance should be comfortable in a hands-on role with regard to accounting and financial management. With under 20 full-time employees, this is the only Finance position on staff – so the successful candidate must have a strong grasp of all key financial management functions and the ability to do everything from basic accounts payable to budget management and financial analysis. They must also be comfortable in a fast-paced, artistic environment. As a member of Woolly's Core Leadership Team, the Director of Finance must be a collaborative and creative leader to guide the organization through a uniquely challenging time.

Duties and Responsibilities

Ongoing financial management and accounting:

- Manage and process all finance operations, including payroll, accounts payable, accounts receivable, and bank deposits and transfers;
- Establish and enforce proper accounting methods, policies, and internal controls to ensure conformity with Generally Accepted Accounting Principles and in alignment with the organization's growth;
- Ensures all subsystems (CRM system, payroll system, credit cards, bank accounts, etc.) are effectively interfaced with the general ledger;
- Support fundraising operations, including ensuring the coordination of timely and accurate processing of contributions in Tessitura database; as well as supporting the creation, management, and reporting of grants budgets;

Monthly reconciling and reporting:

- Carry out the monthly closing of the books across multiple subsystems, with partnership from Advisors For Change (timeframe aligned with onboarding and a case by case basis);
- Manage monthly reconciliation and rejections with departmental budget managers;
- Prepare accurate financial reports for management and the Board of Directors and assist with financial forecasting;
- Manage cash flow and track fixed assets for short-term and long-term financial planning;
- Work with the Board Finance Committee.

Annual planning and reporting:

- Support the creation of the annual budget and lead budget forecasting, working effectively with other departments to monitor and manage budgets.
- Prepare annual fiscal reports and coordinate the annual audit, ensuring accuracy across reporting;
- Lead annual reporting for W-2 employees and 1099 contractors;

Other business responsibilities:

- Provide administrative support to the Managing Director with business matters including business licenses and insurance (health, property, liability, workers compensation).
- Coordinate benefits support (health, vision/dental, 401k, travel, parking) with HR Consultant and insurance brokers.

Organizational Leadership

- As a member of Woolly's Core Leadership Team, serve as a strategic and creative collaborator in service of long-term direction setting and short-term decision making for the organization.
- Actively contribute to season planning and strategic planning processes, as both a representative of the Finance department and a thought partner.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the organizational culture.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

Qualifications

Experience:

- Demonstrated experience in not-for-profit accounting and financial management;
- Hands-on experience with payroll, accounts payable, accounts receivable, and banking processes/systems;
- Experience in implementing online solutions (preferred but not required);
- Previous experience using Tessitura or a similar CRM system (preferred but not required);
- Previous experience with Sage50 Accounting (preferred but not required);
- CPA and/or degree in accounting or finance (preferred but not required).

Essential Knowledge, Skills, and Abilities:

- Thorough knowledge of generally accepting accounting principles for not-for-profit entities, especially relative to revenue recognition, donor restrictions, grants, and deferrals;
- Solid understanding of best practices in not-for-profit financial management control systems;
- Ability to manage numerous process/system interfaces with the general ledger;
- High attention to detail and accuracy;
- Strong verbal and written communication skills, and the ability to communicate sometimes complex financial requirements/processes into simplified terms;
- Excellent Excel skills.

Other Skills or Qualities:

- Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work;

- See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion;
- Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions;
- Self-motivated, organized, detail-oriented, and able to manage multiple priorities and projects;
- Ability to work both independently and collaboratively;
- Understanding of how finance responsibilities contribute to Woolly Mammoth's mission, embody its values, and achieve its long-term vision;
- An appreciation for theatre and a belief in the arts as an important contributor to society.

Working Conditions

- Hybrid working model, Two(2) days in person required.
- Must be able to withstand extended viewing of computer screens.
- This position is currently a mostly work-from-home position with some regular needs to go into our office in DC's Penn Quarter.
- This position has typically sat in an open/shared office environment with moderate noise levels.
- Woolly Mammoth's building is located in Washington, DC's Penn Quarter neighborhood. It is air-conditioned, wheelchair accessible, and is in close proximity to public transportation.

Compensation

Salary starts at \$90,000-100,000 annually for this full-time exempt position. An excellent benefits package for full-time employees includes medical, dental, and vision insurance; short-term disability coverage; vacation, sick, and personal days.

Our Culture at Woolly

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.