



## Young Audiences of Virginia, Inc. d/b/a Arts for Learning

Job Title	Finance Coordinator
Hours	25-28 hours/week (part-time)

### Position Overview

The Finance Coordinator is a self-directed and experienced full-charge bookkeeper who provides all financial accounting, compliance, and vendor activities for our small staff. This position focuses on preparation of checks and bank deposits, making entries to the general ledger, performing monthly reconciliation, handling annual filings, and generating financial reports.

The Finance Coordinator reports to the Chief Executive Officer with a dotted line to the Chief Operations Officer.

### Duties and Responsibilities

#### Administrative

- Prioritize learning service models, workflows, and budgeting strategies for business operations.
- Prepare correspondence, filing, and copying as needed.

#### Finance

- Process incoming payments and/or donations.
- Prepare and make bank deposits.
- Manage accounts payable and prepare checks for signature.
- Process payroll activities through outside vendor.
- Understand chart of accounts and allocation of income and expenses.
- Record all financial transactions in QuickBooks Online.
- Review banking activity and reconcile monthly statements.
- Prepare month-end journal entries and balance general ledger.
- Generate all monthly internal financial statements.
- Gather all information required for the yearly audit and Form 990 tax filing.
- Assist with creation and tracking of annual organizational budget.
- Prepare organizational budget in format required by grant applications.
- Organize and track compliance of all required government forms.
- Create ad-hoc reports as requested.
- Assist with donor management.
- Other duties as assigned.

#### General

- Advance the organization's commitment to the principles of inclusion, diversity, equity, and access (IDEA).
- Contribute to growth of organization and achievement of strategic priorities.
- Represent Arts for Learning at events as needed.
- Exchange ideas with colleagues in the nationwide Young Audience network and beyond.
- Perform other duties as assigned.

#### Physical Demands

- Work involves sitting, standing, walking, stooping, and bending intermittently throughout the day. Occasionally carry objects up to 50 pounds. Constant use of computer keyboard and monitor, and need for reaching with the hands or arms, and use of hands to finger, handle, or feel. Constant use of the spoken word and hearing ability. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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### Work Hours

- Monday through Friday; part-time, up to 28 hours per week on a flexible schedule subject to pre-approval. Requires minimum of one day per week in office in Norfolk. Upon completion of orientation and training, incumbent may be granted a telecommuting agreement for remaining hours. We are a family friendly organization and value work life balance.

### Travel

- Most of Arts for Learning's programming takes place within a service area that includes both the Southside and Peninsula areas of Hampton Roads. This position requires little to no travel throughout the identified service area.

### Qualifications

- Associate degree in accounting or finance preferred but will consider demonstration of equivalent knowledge and skill.
- Minimum experience of three years in a similar accounting position.
- Detailed knowledge of QuickBooks Online Advanced.
- Minimum of mid-level competency with office technology (MS Office, Google applications, Adobe, etc.)
  - Strong proficiency with Microsoft Office applications, particularly Excel, preferred.
- Excellent written, oral, and interpersonal communications skills.
- Group leadership skills, including an understanding of group dynamics.
- Passion, curiosity, and enthusiasm for the educational potential of arts-based programming.
- Reliable transportation.

**Compensation** \$22 to \$25 / hour

**Employment Type** Part-Time

### How to Apply

Please submit your application by email ([info@Arts4LearningVA.org](mailto:info@Arts4LearningVA.org)) including a cover letter, resume, and list of three professional references. Subject line should include "Application – Finance Coordinator." Resume reviews will begin immediately. Successful background check will be required prior to start date.

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, socioeconomic status, gender expression, sexual orientation, age, culture, religious beliefs, ethnicity, and (dis)ability status.

Black, Indigenous, and People of Color (BIPOC) and LGBTQIA+ candidates are strongly encouraged to apply.