

About Arts for Learning Virginia

Arts for Learning Virginia is the premier provider of arts-in-education programming throughout the state. The organization delivers in-person and virtual arts performances, workshops, and residencies for students, as well as arts-integrated professional development for educators and parents—all aligned with Virginia's Standards of Learning. Dedicated to fostering creativity, enhancing academic and social-emotional skills, and ensuring equitable access to the arts, Arts for Learning Virginia strives to serve all children.

Position Overview

Arts for Learning Virginia (A4L) is seeking a detail-oriented and organized **Finance Assistant** (part-time) to join our team! As a leading nonprofit organization dedicated to inspiring and engaging students through the arts, we are committed to fostering creativity and supporting educational growth. The Finance Assistant will play a key role in supporting A4L's financial operations, ensuring the accuracy and integrity of our financial records. The position will report to the Chief Executive Officer.

Key Responsibilities:

- Assist in the management of financial processes, including payments, deposits, accounts payable, invoices, payroll, and donor contributions.
- Record and reconcile financial transactions, prepare journal entries, and balance the general ledger in QuickBooks.
- Generate monthly financial statements, assist with budgeting, cash flow forecasting, and prepare audit and compliance documentation.
- Support grant-related budgeting and donor management, and create ad-hoc financial reports.
- Ensure timely compliance with government forms and other administrative tasks as assigned.

Additional Responsibilities:

- **Active Participation:** Engage in and/or lead all necessary meetings and/or team meetings, providing updates and insights that inform strategic decisions.
- **Event Assistance:** Support major annual events, embodying and promoting A4L's culture and values through active participation and leadership.
- **Core Values Advocacy:** Champion A4L's mission and core values in all professional endeavors, inspiring a culture of access, belonging, inclusion, diversity, and equity (ABIDE).

Requirements

- Associate Degree in Accounting or Finance preferred but will consider demonstration of equivalent knowledge and skill.
- Previous experience in bookkeeping, accounting, or finance (nonprofit experience a plus).
- Proficiency in QuickBooks Online and Microsoft Office Suite (Excel, Word, Outlook).
- Exceptional communication skills (verbal, written, and listening) combined with strong attention to detail and organizational abilities.
- Proactive, flexible, and initiative-driven, with strong problem-solving abilities and a commitment to managing processes, deadlines, and budgets in adherence to organizational policies.
- Demonstrated commitment to A4L's mission, vision, values, and organization's success, with the ability to maintain confidentiality and handle sensitive information with discretion.

Physical Demands and Work Hours

This position primarily involves sedentary work, but does require the ability to sit, stand, walk, stoop, and bend intermittently, occasionally lift and carry objects up to 50 pounds, and frequently use a computer. While many responsibilities can be completed remotely, the role also necessitates in-person participation in some daytime, evening, and weekend meetings, with the requirement to provide personal transportation. Flexibility is essential. While the position is part-time, work hours may vary depending on organizational need and/or project deadlines.

Compensation and Benefits

- Schedule: Part-time, approximately 15–20 hours per week. Flexible scheduling available.
- Compensation: \$18–\$22 per hour, based on experience and qualifications.

How to Apply

This position is open until filled. To apply, please send a resume with a cover letter, to us by email (info[at]arts4learningVA.org). Subject line should include “Application – Finance Assistant.” Resume reviews will begin immediately. A successful background check will be required prior to the start date.

Equal Opportunity Employer

A4L-VA is 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, or disability status.

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

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