

# FREIGHT & SALVAGE

## JOB DESCRIPTION

TITLE:	Director of Finance & Administration
ORGANIZATION:	Freight & Salvage
LOCATION:	Berkeley, CA
REPORTS TO:	Managing Director
SUPERVISES:	Staff Accountant
EMPLOYMENT TYPE:	Full Time, Exempt
SCHEDULE:	Flexible, generally M-F, 9-5

## MISSION

The Freight & Salvage is a nonprofit community arts organization dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world.

## VISION

The Freight recognizes that music flows from a rich diversity of traditions and communities. The music speaks of love and inspiration, it challenges conventions, it is rooted in social justice, and it unites musicians, audiences, and students in the joy of sound and story. The Freight's values focus on: traditional music as an expression of human creativity across cultures and throughout time; equity and respect as fundamental human rights; the connections between people that are strengthened by a shared love of music; learning that inspires renewal and transformation; and social responsibility and engagement that enrich our communities.

## ABOUT THE FREIGHT

Since its founding in 1968, the Freight & Salvage has been deeply rooted in that aspect of Berkeley's culture that embraces freedom, justice, acceptance, collaboration, and innovation. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. The Freight presents more than 340 concerts and hundreds of classes, in person and online, every year, and is active in Berkeley's public and independent schools.

For more information, visit [www.thefreight.org](http://www.thefreight.org)

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## POSITION OVERVIEW

The Freight & Salvage seeks an experienced and collaborative non-profit finance professional with a demonstrated successful track record to serve as Director of Finance & Administration. The ideal candidate will be capable of overseeing our accounting and finance, human resources (including benefits), and business administration and office management functions.

The Director of Finance and Administration reports to the Managing Director, supervises a Staff Accountant, and works closely with all Freight departments, including programming, education, development, marketing and box office, and operations. The Director of Finance and Administration also staffs the Internal (Finance) Committee of our Board of Directors.

## PRIMARY RESPONSIBILITIES

### Accounting & Financial Reporting 40%

- Perform or oversee all accounting functions including A/P, A/R, payroll, bank reconciliations, cash management, month and year-end close functions, performer payments including tax filings, sales tax accrual, tracking of prepaid expenses, tracking of royalty payments, banking, oversight of fiscal sponsorships, financial reporting for grants and other tasks as needed
- Ensure conformity with generally accepted accounting principles
- Ensure compliance filings with local, state and federal governmental agencies
- Monitor and operate internal controls and processes that safeguard the assets of the Freight and ensure data integrity
- Streamline financial management and tracking systems; continuously improve controls, systems, policies and procedures
- Work with the Managing Director and Staff Accountant to develop annual budgets and long-range financial forecasts
- Supervise, support and provide professional development for the Staff Accountant
- Prepare monthly financial statements (Budget to Actual report for organization and for departments, Statement of Financial Position and various supporting schedules) as required

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- Support the Internal (Finance) Committee of the Board of Directors by developing data that assists them in their fiduciary responsibilities
- Oversee preparation for annual independent audit and tax returns
- Oversee annual workers compensation audit
- Provide backup to Staff Accountant

## Human Resources 30%

- Execute Human Resources functions including benefits management, creation and maintenance of employee files, new hire documentation, etc.
- Assist Managing Director in developing salary structures and policies
- Oversee regular review of Employee Handbook to ensure compliance with any changes in employment law and updated policies
- Track sick and vacation time
- Work with Managing Director to develop Human Resources policy proposals for Internal (Finance) Committee review
- Act as backup to Managing Director for responding to grievance and complaints

## Office Management 20%

- Oversee facility repairs and maintenance, securing of contractors, etc.
- Regularly review vendors to ensure best pricing (including communications, insurance, office equipment, etc.) and support levels
- Renew insurance policies and welfare tax exemption, file real & personal property tax forms and follow-up with brokers, agencies or government departments when necessary
- Oversee regular sorting and elimination of expired Finance & Administration files
- Organize risk management efforts including ensuring emergency procedures are in place
- Work with staff to address space needs
- Ensure all inspections are performed and licenses secured

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- Communicate with IT staff on new hire technology needs & server access issues
- Oversee proactive ordering of office and copier supplies

## General 10%

- Participate in professional development opportunities
- Attend various internal and external meetings
- Other duties as assigned

## **PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

### Required

- At least 5 years' experience in non-profit accounting with at least 3 years at the Finance Director level
- Experience in practical application of Generally Accepted Accounting Principles, financial controls and non-profit financial and tax reporting
- Significant skills and experience in Quickbooks
- Strong knowledge of MS Office and Google Workspace; exceptional skills in Excel/Sheets
- Excellent written and oral communication skills and ability to work with Freight management and staff to resolve issues timely and efficiently
- Strong supervisory experience with finance, administrative, and facility staff and contractors
- Ability to work with precision; systematically and in an organized manner with little direct supervision
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances
- Experience in the financial implementation of applicable local, state and federal employment laws
- At least 2 years' experience in benefits administration and strong knowledge of employment laws
- Desire to help the Freight create a welcoming, multi-cultural environment that values equity and inclusion

### Preferred/Desirable

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- Accounting-related or business degree or equivalent experience strongly preferred
- Experience with facility maintenance and capital improvements preferred
- Experience in a non-profit performing arts venue desirable
- Experience with Tessitura desirable

## COMPENSATION & BENEFITS

This is a full time, exempt, salaried position, target range \$90k - \$110k annually. The Freight offers a generous benefits package, including medical and dental insurance, a generous vacation and sick leave policy, 403(b) Plan, commuter transit benefits, and mobile phone reimbursement.

## TO APPLY

If interested, please submit resume, cover letter and salary requirements to Calvin Eng, Interim Managing Director: [calvin@freightandsalvage.org](mailto:calvin@freightandsalvage.org), subject line: Director of Finance & Administration. Position open until filled.

## EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight and Salvage is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.