

GALLO CENTER FOR THE ARTS POSITION DESCRIPTION

Position: Director of Finance
Reports to: CEO

The Gallo Center for the Arts' mission is to enrich the quality of life in California's Central Valley by providing an inspirational civic gathering place where regional, national and international cultural activities illuminate, educate and entertain and consists of the 1248 seat Mary Stuart Rogers Theater, 440 seat Foster Family Theater and a grand lobby space connecting the two theaters.

SCOPE OF POSITION

The Director of Finance oversees and administers all financial functions and activities of the Gallo Center for the Arts, LLC; Gallo Center for the Arts, Inc. and the Central Valley Center for the Arts, a 501(c)(3) nonprofit corporation. Reporting to the CEO, the Director of Finance is the organization's chief advisor on financial matters. The Director is a contributor in setting the overall strategic plan for the Gallo Center for the Arts and responsible for moving the organization toward accomplishing its financial plan. The Director serves as the chief financial officer, and provides leadership to efficiently use the resources of the Gallo Center for the Arts. The Director ensures that all activities follow appropriate financial policies and procedures. The Director of Finance confers with and advises the Executive Director and the Board of Directors.

RESPONSIBILITIES/DUTIES

Financial and Business Management – 85%

Provides direction and oversight for all financial systems within the Gallo Center for the Arts. Develops, maintains and evolves the operating budget to ensure that resources are appropriately directed toward programmatic goals; ensures conformity with Gallo Center policies and procedures; and employs sound business practices. More specifically, the Director of Finance will:

- Guide the CEO in developing and implementing a comprehensive fiscal plan and budget planning process.
- Plan and direct analysis of resource demand, utilization and management, and advise the CEO on budgetary policy as it affects the organization and operation of the Gallo Center for the Arts.
- Establish and maintain a system of internal financial controls to meet the department's objectives of effective and efficient operations, reliable financial reporting, safeguarding of resources against waste, loss and misuse; and compliance with applicable laws, regulations and internal policies and procedures.
- Supervise financial staff. Interview, select, train, evaluate performance of and make merit recommendations for this staff.
- Assure timely and accurate preparation of financial reports in accordance with generally accepted accounting principles (GAAP), providing these reports to the CEO, Board, County, staff, lenders and other interested parties.

- Assure that existing Human Resource policies and procedures are complete and compliant with applicable legal requirements.
- As chief financial officer, serve as primary contact for the Finance Committee, Investment Committee, and Audit Committee of the Board.
- Direct and oversee financial functions of the Gallo Center for the Arts, including ticket office deposits, accounts payable, contracts, accounts receivable, and payroll operations.
- Establish policies and procedures to insure revenue and costs are charged or transferred properly.
- Assure implementation of internal controls and proper segregation of duties. Assure unit and individual compliance with purchasing policies and proper training of all staff granted purchasing privileges.
- Direct the preparation of recharge and rental rates. Initiate annual discussions with the CEO and all other unit managers to insure that all possible rate producing activities are identified and all costs are collected for the development of an accurate rate for those activities.
- Develop internal practices to collect data and monitor the income activities per established industry business practices.
- Advise the CEO and unit managers of the financial status of each of the income activities monthly, using the CEO's predetermined financial reporting requirements.
- Develop and improve departmental business systems that will provide timely and accurate income and expense data, streamline recharge procedures, and create best business practices.
- Identify and target areas for new developments to increase efficiency and productivity; work in concert with the Gallo Center technology unit to develop system specifications that will improve and enhance accounting needs and financial reports.
- As requested by the CEO, prepare strategy and resource materials (financial documents, etc.) for presentation to the Board of Directors.
- Working with the Finance and Investment Committees, implement Gallo Center's Endowment investment strategy.
- Manage Gallo Center cash flow and, with the Board Finance Committee, arrange for financing loans to meet cash needs.
- Prepare for and serve as the primary contact with independent Auditors conducting annual reviews of the Center's businesses financial matters. Serve as the point person for assuring that any areas for improvement identified in an audit are properly addressed in a timely manner.
- Review all artist contracts.

Leadership – 15%

The Director of Finance interacts with the Executive Director and other key staff on a daily basis, and the Board of Directors regularly, advising them on a wide range of strategic, administrative, and financial issues. The Director of Finance will:

- Provide leadership and work with other staff to establish operational priorities for functions and activities related to the business enterprise of the Gallo Center.
- Serve as a member of the Gallo Center management team, working to develop strategic objectives and long-range plans for the Gallo Center.
- Provide leadership to the Gallo Center in the areas of overall administration, budget management, and human resources management. Advise unit directors and make recommendations on strategies to accomplish programmatic goals and objectives by using current resources.
- Provide strategic financial analysis of current operations and projections for future to aid management and board with understanding of the organization's finances and their implications.
- Contribute to the development of positive staff morale and the climate of justice marked by respect for each other by practicing and encouraging behavior consistent with Gallo Center's personnel policies.

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated knowledge of the principles, practices and trends of effective management.
- Proven leadership and decision-making skills; ability to organize problem-solving sessions and guide others toward effective solutions.
- Strong organizational skills to effectively develop, implement and coordinate long-range department goals and objectives.
- Demonstrated supervisory and leaderships skills and experience to effectively recruit, train and manage personnel.
- Knowledge of accounting software packages.
- Knowledge of standard accounting principles and practices.
- An understanding and appreciation for organizational and interpersonal dynamics with the ability to perceive conflict in business settings and the skill to develop strategies to manage it.
- Excellent interpersonal and communication skills with the ability to express ideas clearly and concisely.
- Strong analytical skills with proven ability to research and interpret data, write cogent and persuasive reports, and present analyses both orally and in writing.
- Demonstrated experience in financial management--allocation of resources, budget preparation, financial analysis, rate development and revenue projections.
- Excellent organizational skills; demonstrated ability to work on projects with competing deadlines and to independently establish goals and workload priorities; flexibility in dealing with people and competing demands.
- Demonstrated excellent writing skills and experience in preparing reports, proposals, protocols, correspondence, policies and procedures, and other projects; ability to edit copy for correct grammar, spelling and punctuation.
- Ability to contribute to a diverse workplace through ideas or experience.
- Proficient at applying various software programs (word processing, spreadsheets, databases, accounting) to accomplish assignments; ability to learn new software as necessary.

- Ability to act independently, as well as part of a team.
- Appreciation for the performing arts is desirable; the ability to represent a nationally recognized performing arts center with professionalism and integrity is required.
- Thorough knowledge of and ability to interpret Gallo Center personnel, budgetary and business practices and procedures.
- Ability to stay current with California labor law, policies and practices; ability to assimilate and practice university and campus Human Resources policies and practices.

QUALIFICATIONS

Bachelor Degree in Accounting or Bachelor's degree and equivalent experience, with a minimum of five years accounting and financial management experience; CMA, CPA or MBA desirable.

Application Deadline: Open until filled

Salary: Commensurate with experience

Email resume and cover letter to:

Ldickerson@galloarts.org

No phone calls, please.