



## **JOB DESCRIPTION: INTERIM FINANCE ADMINISTRATOR**

### **About Shunpike:**

Shunpike's mission is to provide independent arts groups with the services, resources and opportunities they need to forge their own paths to sustainable success. We offer qualifying groups fiscal sponsorship, providing back-office services that strengthen their day-to-day operations, while also offering strategic guidance that leads them toward their long-term goals.

**SUMMARY OF THE POSITION:** Working as part of a small but fast-paced team, the part-time Finance Administrator is the key resource for financial and managerial accounting expertise, including: bookkeeping, payroll, accounts payable and receivable, cash management, fiscal compliance and financial reporting. The Finance Administrator must be able to evaluate financial implications and communicate findings to the Executive Director and the Board in a clear and transparent manner. This position reports directly to the Executive Director.

**RESPONSIBILITIES:** The Finance Administrator is responsible for the financial reports at Shunpike. This includes data entry in Abila MIP and monthly reconciliation; payroll, quarterly and yearly IRS/State filings; audit preparation and support. The Finance Administrator also supports all staff as needed.

**Daily Activities:** Enter financial information such as deposits and expenses.

**Weekly Activities:** Weekly check run preparation, entry and printing; Weekly imports of Salesforce financial information

**Monthly Activities:** Preparation of client reports; Reconciliation of all bank statements and credit card statements; Prepare financial reports for Finance Committee and Board of Directors; Payroll and payroll deposits

**Quarterly Activities:** Payroll filings; B & O filings

**Yearly Activities:** 1099s

A successful applicant will have a broad range of knowledge pertaining to IRS requirements and state requirements. They will have a working knowledge of general accounting principles and the ability to learn new programs quickly and independently. The applicant must have above average knowledge of Microsoft office and Google Suite programs and good communication skills.

**QUALIFICATIONS:**

- Bachelor's degree with a concentration in accounting.
- Minimum of 5 years full-cycle accounting and/or audit experience.
- Experience and basic knowledge of GAAP; nonprofit accounting experience preferred.
- Experience in nonprofits or small businesses is preferred.
- Strong proficiency with technology, including MS Excel and financial management software. Experience with Abila MIP Fund Accounting software is preferred.
- Strong organizational, analytical and detail skills, with attention to accuracy and deadlines.
- Outstanding written and verbal communication skills, especially the ability to explain complex information clearly and simply.
- Ability to work in an open and collaborative work environment.
- Persistent follow through and resolution of problems.
- Adaptable and composed when faced with changing needs and priorities.

**QUALITIES:** Shunpike operates out of a small, open-plan office. The preferred candidate will have the ability to work collaboratively as part of a small team, while also being able to manage their work independently. Shunpike places high value on the following qualities:

- Being a good listener and communicator
- Having a sense of humor
- Being adaptable, flexible and resilient in the face of change
- Being tenacious and persistent when faced with a challenge
- Dedicated to professionalism and high quality service provision
- Friendly and patient (with colleagues and clients)
- Calm under pressure

**POSITION SCHEDULE:** This part-time position is scheduled for:

- 3 days (24 hours) per week, with flexibility regarding weekly schedule and the possibility to work some hours remotely.

**REMUNERATION:** Pay rate is \$25/hour and PTO applies to this position on a pro-rata basis. No other employee benefits are offered.

**DISCLAIMER:** The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned and requirements may vary from time to time.

**To Apply:** send cover letter and resume to [info@shunpike.org](mailto:info@shunpike.org); preference given to applications received by Friday March 9, 2018.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color, LGBTQ individuals and women are encouraged to apply.