

## **Finance and Human Resource Manager/Director**

**Literary Arts** is looking for an exceptional individual to join our team as a **Finance and Human Resource Manager or Director**.

Literary Arts is a community-based nonprofit arts organization located in Portland, Oregon, with a 30-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; and Writers in the Schools, which hires professional writers to teach semester-long creative writing workshops in Portland's public high schools. *Our mission is to engage readers, support writers, and inspire the next generation with great literature.*

The **Finance and Human Resource Manager/Director** is responsible for developing, managing, and implementing the organization's financial, accounting, IT and human resource activities.

- Financial management responsibilities include performing general accounting duties, producing monthly financial statements, coordinating the annual budget, preparing for the annual audit, and working with and reporting to the Board of Directors.
- The Human Resource management responsibilities include managing and executing payroll and employee benefits including the 401k, health care, and FSA plans. They will manage and maintain the employee handbook and revise as necessary, as well as hiring policies and other related tasks. This position will also coordinate IT and will lead and manage special projects as necessary. This position reports to the Executive Director.

### **Financial Management Duties:**

- Manage accounts payable, accounts receivable, bank deposits, credit card management, bank reconciliations, and month-end transactions.
- Produce regular accounting and other financial reports for staff and board.
- Manage cash flow and oversee investment / endowment accounts in collaboration with our financial partners and Executive Director.
- Manage Finance Committee and coordinate monthly meetings.
- Work with auditors to complete annual filing of IRS 990.
- Serve as organizational liaison and maintain relationships with bank, credit card, and merchant providers.
- Ensure compliance with relevant laws and procedures.

## **Human Resource Duties:**

- Manage employee vacation and sick time and ensure compliance with federal, state and local laws.
- Manage hiring procedures and improve where needed in accordance with organizational values and priorities.
- Liaison with third party IT vendor to provide support when necessary.
- Coordinate annual updates of all insurance policies and Workers Compensation annual reporting.

## **Qualifications:**

- Equivalent to a Bachelor's degree with 3-5 years of managing finances and producing financials in a nonprofit organization preferred.
- Expert in QuickBooks and Microsoft Office applications.
- Superior organizational and time management skills, with a successful track record of setting priorities and multitasking in a fast-moving environment.
- Keen analytic, organizational, and problem-solving skills that support and enable sound decision making for the organization.
- Strong interpersonal, communication, and presentation skills.
- Impeccable attention to detail.
- Demonstrated strong project management skills with successful outcomes.

Salary Range \$50,000 to \$65,000.

This position is full-time with comprehensive benefits.

To apply please email [applications@literary-arts.org](mailto:applications@literary-arts.org) with your resume and cover letter explaining your why you are interested and how you are qualified for the role of **Finance and Human Resource Manager/Director**.

**We will begin reviewing applications on May 11 at 5:00 pm.**

Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers. We welcome applicants from diverse backgrounds and experiences. We are an Equal Opportunity Employer.

For more information about Literary Arts, visit [www.literary-arts.org](http://www.literary-arts.org).