Literary Arts is looking for an exceptional individual to join our team as a Senior Director of Finance and Accounting. Literary Arts is in the middle of a transformational, once-in-a-generation project (the Project) that will grow and remake the organization for generations to come. The Project includes opening a new 14,000 square foot facility (716 SE Grand Ave) that will serve as our national headquarters and launching a new writers residency program in a separate facility. The successful candidate will have the opportunity to shape and build a new department for the organization, including evaluating current systems, and building accounting and administrative capacities.

Organization:

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 Position:

The Senior Director of Finance and Accounting is responsible for managing the accounting and financial needs of the organization that includes executing numerous higher-level accounting requirements along with collaborative internal processes like budgeting and hiring. Responsibilities also include supporting the third-party Human Resource vendor. This position will be directly involved in the Project and will be responsible for overseeing its financial requirements in coordination with the Executive Director and implementing all financial system needs. The Project’s 14,000 square foot facility (716 SE Grand Ave) is in process and is expected to be fully operational during the third calendar quarter of 2023. This is a senior position and will work closely with key personnel and Board members as part of the leadership team.

Financial and Accounting Duties:

- Produce timely, regular (monthly at minimum) accounting and other financial reports for the Executive Director, the Finance Committee, the Board, and staff.
- Manage accounts payable, accounts receivable, bank deposits, credit cards, bank reconciliations, and month-end transactions.
- Ensure completeness of monthly accounting processes including the performance of reconciliations, generation of journal entries, analysis of restricted funds, and creation of allocations to cost centers (classes) as needed.
- Coordinate closely with the Development and Operations departments of the organization to ensure controlled interface, transfer, and reconciliation of financial information across the organization.
- Manage cash flow and oversee investment and endowment accounts in collaboration with our financial partners and Executive Director.
- Monitor invested monetary assets and propose investment options in line with cash flow analysis.
- Manage the needs of and prepare materials for the Board Finance Committee in coordination with the committee chair and the Executive Director.
- Manage the annual financial audit in coordination with the Board Finance Committee including preparation of required auditor schedule requests.
- Work with auditors to complete annual filing of IRS Form 990.
- Serve as organizational liaison and maintain relationships with the banks, and credit card and merchant providers.
- Ensure compliance with relevant laws and procedures.
- Manage and expand documentation of the accounting process and internal controls and ensure communication and implementation of requirements across the organization.
- Ensure that accounting and reporting requirements related to government grants are compliant.
- Manage bookkeeping/accounting assistant.
Administrative:

- Lead annual budgeting process, and work with staff on project budgets for funders and others.
- Coordinate with the third-party Human Resource vendor to ensure HR needs of the organization and staff are being met.
- Act as the primary staff communicator of Literary Arts Human Resource policies and procedures and of the requirements of employee rules and regulations established by external organizations and regulators.
- Manage bi-weekly timecard submission to the payroll vendor.
- Partner with hiring supervisors on all searches (along with HR vendor)
- Ensure new hires have been reported to the HR vendor and that they are properly onboarded.
- Liaison between internal staff and HR vendor and ensure staff understand how to access the HR vendor’s staff and resources.
- Coordinate annual updates of all insurance policies and Workers Compensation annual reporting in conjunction with HR vendor.

Project Duties:

- Work with leadership team to ensure systems connecting donors, café and bookstore customers, tickets sales, and accounting are integrated and seamless.
- Propose, select, implement, and manage accounting systems and procedures for the café and bookstore, which are both new business ventures for the organization. Evaluate current and future needs of the organization, interface with the Project leadership team and systems committee in consideration of the need to transition into a new entity-wide accounting system. Manage implementation or other modifications according to conclusions.
- Manage the cash flow requirements of the Project through coordination with the Development department and their management of Project pledges; and with banks, investors, and the Project manager as needed.
- Oversee compliance with loan, investor and donor agreements including procedures required for cash payments to Project vendors.
- Oversee Project budget and provide timely Project budget to actual reporting to the Project leadership team.

Qualifications:

- Equivalent to a bachelor’s degree with 5-10 years of experience managing finances and producing financials in a nonprofit organization.
- Experience with public accounting firm in the audits of nonprofit organizations preferred.
• CPA a plus.
• Experience supervising staff, with experience supervising bookkeepers/accounting assistants a plus.
• Strong knowledge of accounting principles, budgeting practices, and financial management
• Expert in QuickBooks and Microsoft Office applications. Experience in or with learning other accounting systems a plus.
• 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.
• Experience working with an executive leadership team and the board.

Job Conditions

Benefits: Literary Arts currently pays for health, dental, and vision coverage for each FTE employee, and offers a 401K program with employer match. Literary Arts also fully pays for short- and long-term disability insurance. All full-time employees begin with three weeks of paid vacation time, which increases to five weeks after five years of employment. We also provide three additional paid Personal Days off, in addition to observing approximately 12 paid holidays. As a registered nonprofit, the organization qualifies for public service loan forgiveness. Information on additional benefits is available upon request.

Hybrid work environment: Literary Arts currently works four days a week in the office September to May, and three days a week in office in the summer, with an additional allotment of remote workdays to be used at the discretion of the employee in coordination with their manager. The organization also permits flexible scheduling to accommodate family or personal needs and preferences, including the option to be fully remote for up to one month (upon review and approval).

Office Layout is open concept, between two common spaces used for meetings, events, and workshops. The Project’s new facility will also be open concept, with flexible meeting rooms and hoteling work stations.

Equipment Used: Mac laptop, copier/printer, postage machine, and other standard office
equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

**Physical Demands:** Long periods of sitting are required at the computer or in meetings. Some concentrated periods of computer keyboarding may be required throughout the work week. However, this position does accommodate breaks from sitting as needed. Lifting and moving of boxes is required; boxes in excess of 25 pounds should be lifted with assistance.

To apply, please submit your resume to Joss Stokke via email: jobs@theaspteam.com We will begin formally reviewing applications on August 14, 2023.

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.