Baltimore Clayworks seeks a Full-time Director of Finance and Administration

Position Overview: The Director of Finance and Administration is responsible for managing the financial, human resources, and other administrative aspects of Baltimore Clayworks. The Director of Finance and Administration recommends, implements, monitors, and evaluates policies and systems for effective operations of the organization. The Director of Finance and Administration works with the Executive Director, program, and development staff to develop and manage short- and long-term budgets, and prepares all financial reports for the organization.

About the Organization: As Maryland's only 501(c)3 non-profit cultural organization dedicated to the ceramic arts, Baltimore Clayworks provides essential programs and services to local, national and international artists, both from its campus in northwest Baltimore and in the community sites throughout the metropolitan area. Currently, it operates four essential program areas: education, exhibitions, community arts, and artist residency program. Baltimore Clayworks' stated core values are artist-centeredness, inclusivity, excellence, integrity and joy. Baltimore Clayworks' mission is to develop, promote and sustain an artist-centered community, which provides exceptional artistic, educational and collaborative programs in the ceramic art.

Reporting: Reports to Executive Director.

Essential Functions:
- Oversee Baltimore Clayworks’ budget process in accordance with the long-term strategic plans, and in collaboration with Baltimore Clayworks’ Executive Director, program staff, and the Board of Trustees.
- Manage finances and financial reporting to Executive Director, Board of Trustees, and funders.
- Ensure proper financial management of:
  - Capital renovations and upgrades
  - Leases
  - Program revenue
  - Grants
  - Other restricted funds
- Perform all accounting functions including accounts payable, accounts receivable, cash management, payroll, and account reconciliations.
- Establish, document, and monitor procedures regarding financial management.
- Participate in staff meetings, Finance Committee meetings, and, when invited, Board meetings
- Oversee Baltimore Clayworks IT consultant and budget planning for technology/computer systems maintenance and management.
- Ensure insurance policies and licenses are adequate and up-to-date.
- Process new hires and benefit enrollment.
- Work with Facilities Manager to manage maintenance and capital budgets.
Facilitate the annual audit process.
Oversees ordering of office supplies.

Other:
Assist with Clayworks events and exhibitions and other duties as assigned.

Qualifications:
- At least 6 years in financial management
- Excellent verbal and written communication skills
- Accounting Degree or equivalent professional experience
- QuickBooks expertise
- Microsoft office expertise
- Nonprofit experience preferred

Hours and Salary: This is a Full-time, exempt position that includes some weekend and evening hours, starting salary $50,000 depending on experience. Benefits include health insurance coverage, accrued Paid Time Off, paid holidays, an optional contribution to a pre-tax 403(B) account, and a flexible work environment. Baltimore Clayworks requires that candidates are aligned with our commitment to Diversity, Equity, Access and Inclusion. People of color are strongly encouraged to apply.

To apply, submit a cover letter, resume, and contact information for three professional references to Cyndi Wish, Executive Director at cyndi.wish@baltimoreclayworks.org.

Applications will be reviewed on a rolling basis until the position is filled.