

Join our Textile Center team!

**Director of Finance
and Operations**



Detail of *Shelter* by
Eun-Kyung Suh



Textile Center is unique as America's national center for fiber art, with a mission to ***honor textile traditions, promote excellence and innovation, and inspire widespread participation in fiber art.***

The Center's resources include exceptional fiber art exhibitions, an artisan shop, a professional-grade dye lab, a natural dye plant garden, and one of the nation's largest circulating textile libraries open to the public.

textilecentermn.org

DIRECTOR OF FINANCE AND OPERATIONS JOB POSTING

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| Job Title: | Director of Finance and Operations |
| Status: | Full time, Exempt |
| Reports to: | Executive Director |
| Supervises: | Database & Systems Specialist; Bookkeeper |
| Pay Rate: | \$67,000 – \$72,000 |
| Benefits: | See below |
| Job Type: | Hybrid (in office and remote) |

A national center for fiber art based in Minneapolis, Textile Center's mission is to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art. Textile Center is entering a period of building back programming and operations as the pandemic moves into an endemic phase, and we are excited to recruit new team members to work with us as we begin implementation of our [new five-year strategic plan](#) that focuses on supporting all textile traditions and honoring the skill, artistry, cultural traditions and community that make the world of fiber art vibrant and inclusive.

POSITION SCOPE AND PURPOSE

Reporting to the Executive Director, the Director of Finance and Operations is a key member of the executive leadership team, overseeing the organization's financial and accounting matters, providing oversight, transparency, compliance, and sustainability. This position also oversees human resources and data systems.

Key duties for the Director of Finance and Operations include: preparing annual budgets along with maintaining procedures for budget administration, cash management, preparing monthly financial statements, financial forecasting and analysis, overseeing the annual audit, recruitment and hiring of employees and contractors in association with members of the executive leadership team, ensuring employee benefits and HR policies are aligned with local, state, and federal requirements and overseeing the organization's data systems.

ESSENTIAL DUTIES

Finance:

- Maintain accounting control over an annual budget of \$1.2 million.
- Prepare monthly financial reports such as statement of financial position and statement of activities according to GAAP for nonprofit organizations.
- Work with Executive Director and senior staff to develop, monitor, and reforecast annual budget with a focus on artistic and operational priorities while balancing financial wellbeing.
- Serve as the primary contact for external auditors and prepare necessary documentation and answer questions as needed. Assist outside accountants with preparation of Form 990. Prepare other reports as requested.
- Prepare and issue reports as required by federal and local government including 1099 forms. Track sales tax and ensure timely payments are made.
- Monitor accounts payable, accounts receivable, and daily cash flow. Work with Executive Director on authorizing and completing related banking transactions.
- Manage cash flow, cash balances, banking relationships, and investments with Executive Director and Board treasurer.
- Oversee the administration of insurance policies (including general liability, property, directors and officers, workers' compensation, etc.), and maintain relationships with brokers and insurance carriers.
- Manage investment portfolio with the Executive Director and Board Investment Committee.
- Work with Executive Director to maintain supporting schedules for donor-restricted and multi-year grants as necessary to ensure proper accounting for restricted funds.

Human Resources (HR):

- In collaboration with members of the staff and board, help promote a positive and inclusive organizational culture, including the ongoing development of the organization's DEIA plan.
- Oversee payroll processing. Responsible for tracking and administration of group health, dental, life insurance plans, FSA, and retirement plan. Ensure that all contracts with providers are current.
- Working with the senior staff, oversee job searches, including the postings, receiving applications, and tracking results, as well as completing employment letters and assisting with the onboarding process for new staff.
- Review all contracts, letters of agreement, etc., that staff members establish with teaching artists, contractors, vendors, and other service providers.

Database and Information Technology (IT) Systems:

- Work with Database and Systems Specialist to ensure that Textile Center's data systems are functioning smoothly. Reconcile database records with QuickBooks monthly. Prepare reports for other staff. Oversee integration of database with website transactions.
- Work with external vendors for IT management, office supply and equipment ordering/maintenance.

RELATIONSHIPS:

- This position reports to the Executive Director and works closely with the staff leadership team, the Board Treasurer and Finance Committee.

EQUIPMENT USED:

- Computer, mouse, keyboard, telephone, copier/printer

BENEFITS

- Health insurance (Textile Center pays percentage of employee's monthly premium)
- Dental insurance, flexible spending account, retirement savings plan (100% employee funded)
- Insurance: Life, AD+D, ST/LT disability (100% paid by Textile Center)
- Paid vacation, sick, and holiday time
- Discount on Shop purchases; free and discounted class opportunities

QUALIFICATIONS (minimum):

- Bachelor's degree preferred, in accounting, business, or related field.
- Minimum 5-7 years accounting/finance management experience
- Nonprofit accounting experience preferred
- Highly proficient with QuickBooks Accounting Software; QB Enterprise Solutions preferred
- Proficient with Microsoft Office applications
- Proficient with database systems and reporting; Salesforce preferred
- Experience with credit card processing systems and how they interact with accounting system transactions and bank accounts
- Demonstrated experience with human resources responsibilities, such as benefits administration and hiring
- Excellent organizational skills and attention to detail
- Ability to set and balance priorities and complete tasks accurately, on time and in an efficient manner
- Ability to provide excellent customer service to external and internal clients
- Individual initiative and ability to work autonomously as well as ability to effectively lead a team
- Ability to create and implement process improvements
- Ability to sit for long periods of time and engage in repetitive motions
- Fully vaccinated for COVID-19

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or veteran status. View our declaration of anti-racism here: textilecentermn.org/declaration-of-anti-racism/

Applicants for this position must successfully pass a background screening, and/or additional skills test as determined by management.

TO APPLY:

Please send cover letter, current resume, and 3 professional references to: Nancy Gross, Director of Administration, at ngross@textilecentermn.org.