



Finance Administrator

FirstWorks is a Providence, Rhode Island-based non-profit arts organization dedicated to enhancing the cultural, educational, and economic vitality of our community by engaging audiences with world-class performing arts and education programs. FirstWorks produces public performances, whether with iconic guest artists or world-class local ensembles, which are framed with extensive community interaction and provide pathways to opportunities for thousands of students in Rhode Island. We are the founding partner and co-producer of the City's signature festival, PVDfest.

Position Overview

We are seeking a dedicated and detail-oriented individual to join our team as Finance Administrator. This role involves managing various accounting functions using QuickBooks, ensuring accurate financial reporting, and supporting the financial health of the organization. This position works closely with the FirstWorks leadership team and reports directly to the Managing Director.

Primary Responsibilities

- **Process Accounts Payable:** Oversee all accounts payable activities, ensuring the timely processing of invoices, accurate vendor payment, and prompt resolution of any discrepancies or issues related to vendor accounts.
- **Process Weekly Check Payments:** Prepare and distribute checks on a weekly basis, ensuring accuracy and adherence to payment schedules for all obligations.
- **Manage Cash Receipts & Box Office Reconciliations:** Accurately track all incoming payments, including cash receipts, box office revenues, and event-related transactions, performing regular reconciliations to ensure integrity in financial reporting.
- **Reconcile Bank and Credit Card Statements:** Perform monthly reconciliation of bank and credit card statements, ensuring all transactions are properly documented, and discrepancies are investigated and resolved in a timely manner.
- **Process Payroll Entries:** Accurately prepare and record payroll entries twice a month, ensuring all wages, deductions, and withholdings are correctly calculated, in compliance with organizational policies and legal requirements.
- **Prepare Customer and Donor Invoices:** Generate invoices for customers and donors, ensuring compliance with organizational procedures and timeliness of billing, while maintaining close communication with the respective teams to ensure accuracy.
- **Data Entry for Financial Transactions:** Enter all financial data into QuickBooks, including credit card and bank transactions, ensuring all entries reflect accurate and up-to-date records from source documents.



- **Prepare Monthly Journal Entries:** Record and post monthly journal entries to maintain the accuracy of financial records, ensuring adherence to accounting principles and internal policies.
- **Compile Monthly Financial Statements:** Prepare and analyze monthly financial statements for management, including balance sheets, income statements, and cash flow reports, ensuring accuracy and providing relevant commentary on general ledger transactions.
- **Cash Flow Management:** Update and manage the cash flow projections by inputting actual results, adjusting projections based on feedback from management, and identifying potential financial risks and opportunities.
- **Balance Sheet Account Schedules:** Prepare detailed, well-supported schedules for all balance sheet accounts, ensuring compliance with financial reporting standards, and reconciling discrepancies between accounts as needed.

Additional Responsibilities

- **Leadership Support for Budget Development:** Work closely with leadership to develop long-term and short-term financial plans, offering financial insights and data-driven recommendations for organizational decision-making.
- **Assist with Annual Budget Preparation:** Collaborate with management and department heads to develop and finalize the annual operating budget, aligning financial goals with the strategic objectives of the organization.
- **Support Grant Applications:** Provide necessary financial data and documentation to support the completion of grant applications, ensuring all submissions meet compliance and funding requirements.
- **Prepare and File Tax Forms:** Ensure compliance with tax regulations by preparing and filing 1099 and 1096 tax forms for independent contractors and other entities.
- **Coordinate Annual Audit & Tax Filing:** Organize and prepare all supporting documentation for the external audit process and tax filing requirements, including the preparation of Form 990 for nonprofit organizations.
- **Attend Finance Committee and Board Meetings:** Participate in and present financial reports at Finance Committee and Board meetings, offering insights, updates, and recommendations on organizational financial matters.
- **Support State and Federal Filings:** Assist with the preparation and submission of all mandatory state and federal filings, ensuring compliance with regulatory deadlines and requirements.
- **Insurance Renewals and Workers Compensation Audit:** Support the insurance renewal process, including gathering necessary documentation for the Workers Compensation Audit and providing reports as needed.
- **Track & Manage Fixed Assets:** Oversee the recording, tracking, and depreciation of fixed assets, ensuring proper documentation and adherence to internal control policies.



- Internal Controls & Process Improvement: Identify areas for process improvement in financial operations, working with leadership to implement best practices and enhance efficiency in financial reporting and operations.
- Compliance with Financial Regulations & Policies: Ensure ongoing compliance with financial policies, accounting standards, and regulatory requirements, staying informed of any changes to laws that impact financial operations.

Qualifications

- Previous experience in accounting or finance roles, specific non-profit experience preferred
- Proficiency in QuickBooks Online or similar accounting software
- Strong attention to detail and accuracy in financial reporting
- Ability to manage multiple tasks and meet deadlines
- Excellent communication and interpersonal skills
- Commitment to maintaining confidentiality and integrity in financial matters

Anticipated Salary Range: \$50,000-\$55,000, full-time preferred; $\frac{3}{4}$ time and flexible work arrangements considered. Benefits are proportionate to employment status.

Please submit cover letter, resume, and three references admin@firstworks.org. Applications without BOTH a cover letter and resume may not be considered.

Benefits include health and dental insurance, vacation; and the ability to have an impact on creating access and engagement with the arts and bettering the lives of people in Providence and across Rhode Island.

FirstWorks is an Equal Opportunity Employer. We are committed to a diverse workplace. Women, gender nonconforming, persons of color, and persons with disabilities are encouraged to apply. For more information about FirstWorks and our mission, please visit firstworks.org.