Job Description: Director of Finance
Job Title: Director of Finance
Reports To: General Manager
Direct Reports: TBD

Status: Part-Time
Compensation: Based on experience

Organizational Overview

The Milwaukee Youth Arts Center (MYAC) is a nonprofit community arts destination serving young people, artists, and community partners across two facilities in Milwaukee. Founded through a partnership with First Stage and Milwaukee Youth Symphony Orchestra, MYAC provides performance, rehearsal, classroom, studio, and gathering spaces that support creativity, collaboration, and inclusive community engagement.

Position Overview

The Director of Finance is MYAC's senior financial operations leader, responsible for accounting, budgeting, reporting, grants, cash management, audit preparation, compliance, and financial controls. Working with the General Manager, Board Finance Committee, staff leaders, funders, and auditors, this role ensures accurate financial information, sound stewardship, and financial practices that support MYAC's mission and long-term sustainability.

Essential Responsibilities

Financial Operations & Accounting (35%)

- Oversee day-to-day accounting operations, including accounts payable, accounts receivable, partner and rental billing, donations, payroll coordination, reimbursements, credit cards, and petty cash.
- Maintain accurate financial records, general ledger activity, journal entries, reconciliations, depreciation, accruals, prepaid expenses, and asset adjustments.
- Ensure accounting practices comply with GAAP, nonprofit accounting standards, internal policies, and required documentation standards.
- Develop and maintain efficient accounting procedures that strengthen accuracy, transparency, accountability, and internal controls.

Grant Management & Fund Accounting (20%)

- Manage grant tracking, restricted and unrestricted fund accounting, cost allocation, compliance obligations, spending timelines, and financial reporting for government, foundation, corporate, and other funders.

- Monitor grant budgets and conduct grant-to-actual reviews with program leaders to ensure funds are used appropriately and within required timelines.
- Support grant proposals by preparing program budgets, financial projections, and related documentation.
- Ensure compliance with Uniform Guidance and other applicable funding requirements.

Budgeting, Forecasting & Cash Management (20%)

- Lead the annual budgeting process in collaboration with the General Manager and department leaders, including organizational, program, grant, partnership, capital project, and strategic initiative budgets.
- Prepare monthly budget-to-actual reports, variance analyses, rolling cash flow forecasts, and financial projections for leadership and Board review.
- Monitor liquidity, operating reserves, and financial trends; recommend reserve utilization, replenishment, and scenario planning strategies.
- Analyze the financial impact of new programs, partnerships, facilities initiatives, and funding opportunities.

Audit, Compliance & Financial Governance (15%)

- Serve as primary liaison with independent auditors and coordinate annual audit preparation, including schedules, reconciliations, support documentation, year-end workpapers, and Form 990 information.
- Prepare monthly and quarterly financial reports for the Board of Directors and Finance Committee; attend meetings as needed to present results, forecasts, and recommendations.
- Maintain compliance with charitable registration, tax exemption, license, insurance, and other regulatory filing requirements.
- Design, implement, and monitor financial policies, procurement practices, internal controls, and risk management procedures.

Systems Administration & Organizational Support (10%)

- Evaluate and improve accounting and financial systems, including integrations with donor, payroll, and operations platforms.
- Maintain organized financial records consistent with retention, audit, and compliance standards.
- Coordinate annual insurance renewals and support organizational planning, facilities projects, process improvements, and growth initiatives.

Qualifications & Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required, CPA preferred.
- Minimum five years of progressive accounting and financial management experience required; nonprofit fund accounting experience strongly preferred.
- Experience with grants, funder reporting, audits, Form 990 preparation, financial statements, cash flow analysis, budgeting, and forecasting preferred.
- Strong knowledge of GAAP, nonprofit accounting standards, internal controls, financial reporting, and compliance requirements.
- Proficiency with accounting and financial software; experience with QuickBooks, Sage Intacct, Blackbaud Financial Edge, or similar systems preferred.
- Advanced Excel and financial modeling skills, with the ability to communicate complex financial information clearly to non-financial audiences.
- Strong analytical, organizational, problem-solving, discretion, and collaboration skills.
- Commitment to MYAC's mission, culture of hospitality, and community-centered environment.

Applications & Inquiries

MYAC is an inclusive, creative environment that welcomes candidates from varied backgrounds and experiences to help build an accessible, innovative, and welcoming community arts center for all.