



Clay Art Center

Position: Director of Finance & Operations

Hours: 40 hours per week

Location: Clay Art Center, Port Chester, NY (onsite)

Salary: \$85,000 - \$90,000, commensurate with experience and qualifications.

Clay Art Center seeks a Director of Finance & Operations to oversee the organization's financial management, administrative systems, human resources, technology, facilities, and organizational operations. Reporting to the Executive Director, this senior leadership position plays a critical role in ensuring the financial health, operational effectiveness, and long-term sustainability of the organization.

As Clay Art Center prepares for future growth and a major facility expansion, the Director of Finance & Operations will help strengthen systems, improve efficiencies, support strategic planning, and provide financial leadership across all areas of the organization.

Responsibilities:

Financial Management

- Lead financial operations, including budgeting, forecasting, cash flow management, and financial reporting.
- Prepare quarterly and annual financial statements and analyses for the Executive Director, Finance Committee, and Board of Directors.
- Develop and monitor organizational budgets in collaboration with department leaders.
- Manage accounts payable, accounts receivable, payroll, and banking relationships.
- Oversee annual audit preparation and serve as primary liaison to auditors.
- Ensure compliance with grant requirements. Create grant budgets and financial reports in partnership with the Development Director.
- Monitor financial performance and provide recommendations to support organizational sustainability and growth.
- Support financial planning and reporting related to the organization's capital expansion efforts.

Human Resources & Administration

- Oversee HR functions, including onboarding, benefits selection, employee policies, personnel records, compliance and Professional Employer Organization (PEO) relationship.

- Maintain and update employee handbook, organizational policies, and operational procedures.
- Ensure compliance with employment laws and nonprofit best practices.

Operations & Facilities

- Provide project management support and guidance to Studio Manager for building maintenance and capital improvement projects of the current facility.
- Support operational planning for the organization's future expansion and capital project.

Technology & Systems

- Oversee necessary upgrades to software and hardware.
- Identify opportunities to improve efficiency through technology and process improvements.
- Oversee database systems and upgrades.

Qualifications

- Experience in finance and operations management.
- Strong knowledge of nonprofit accounting principles and financial reporting.
- Experience with Quickbooks, Salesforce and Microsoft Office/Google Workspace a plus.
- Experience managing budgets and financial systems.
- Excellent analytical, organizational, and problem-solving skills.
- Strong interpersonal and communication abilities.

Benefits: Paid vacation and sick leave; health, dental, and vision insurance; a matching 401(k) plan; and opportunities for free ceramics classes and studio access.

This position requires someone available to work onsite at Clay Art Center. Occasional work may be required on evenings and weekends for events and gallery openings.

To Apply: Submit cover letter and resume to: Emily Peck, Executive Director:
emily@clayartcenter.org (no phone calls)

Clay Art Center encourages applications from diverse candidates. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, citizenship, age, disability or military or veteran status, or any other legally protected status. Clay Art Center is an Equal Opportunity Employer.

Clay Art Center is a nationally recognized 501c3 not-for-profit ceramic art organization offering exhibitions, clay classes for adults and children, studio spaces for clay artists, and outreach programs in the community.