

JOB POSTING

Finance & HR Manager

Lower Manhattan Cultural Council New York, NY

Founded in 1973 as Lower Manhattan Cultural Council, LMCC serves, connects, and makes space for artists and community. LMCC seeks a permanent full-time Finance & HR Manager to join immediately. Reporting to the Executive Director, Finance & Administration, this person will have primary responsibility for managing the administration and operations of LMCC, including finance, general administration and human resources. This individual may also represent LMCC in external partnerships from time to time.

Responsibilities Include:

- Develops Budget drafts for annual budget and grant proposals
- Prepares quarterly Budget Forecasts, including Budget to Actuals, for Senior Staff and Board
- Updates Cash Flow actuals and projections monthly
- Enters all checks, cash and other deposits into QuickBooks and prints checks and prepares for signatures; sends/distributes checks as needed
- Assists in reconciling all bank accounts, credit cards, postage meter and petty cash (monthly)
- Processes and tracks petty cash requests; maintains and replenishes petty cash balance
- Assists in generating independent contractor agreements and processes year-end 1099 forms
- Works with the Executive Director, Finance & Administration to develop and oversee the organization's Human Resources policies and procedures and ensures compliance with the law
- Manages the LMCC internship program
- Manages the orientation of new staff/interns including meet and greet, office procedures and systems, and required paperwork and forms
- Maintains HR/Personnel folders, including Time Off records and maintains Office Guidelines Manual and Intern Handbook
- Manages the annual Professional Development / Performance Review process

Qualifications: Strong candidates for this position will have:

- Bachelor's Degree in Arts Administration, Nonprofit Management, or related fields
- 3 years experience in the field
- Working knowledge of budget planning and forecasting, bookkeeping and generally accepted accounting practices (GAAP)
- Excellent organizational, written, verbal and analytical skills
- Ability to work independently and as part of a team
- Ability to maintain confidentiality with sensitive information. Ability to maintain effective working relationships with fellow employees, other agencies and the public.
- Ability to multi-task in a fast-paced environment, prioritize workload and meet deadlines, as well as manage details while being graceful and diplomatic.
- Strong interest and/or knowledge of the diverse artistic disciplines LMCC presents and communities we serve.
- Proficiency using Mac OS, Quickbooks, Salesforce or equivalent database and Asana or task management tool

To Apply: Please e-mail your resume and a thoughtful cover letter, stating how you heard about the position and your qualifications to Diego Segalini, Executive Director, Finance & Administration at [jobs\[at\]lmcc.net](mailto:jobs[at]lmcc.net). Please title the email "Finance & HR Manager: YOUR NAME." No phone calls please. Only those we wish to interview will be contacted. Salary commensurate with experience. Includes an attractive benefits package.

Lower Manhattan Cultural Council is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and strongly encourages applications from people of color and women. To learn more about LMCC, visit www.LMCC.net.