



Director of Finance & Administration

ABOUT CITY OF ASYLUM PITTSBURGH

City of Asylum Pittsburgh is a 501(c)(3) nonprofit that builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and do important work locally, nationally, and globally. We present over 150 free arts and humanities programs annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be...expanding the idea of what is possible.” Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

City of Asylum

40 W. North Avenue, Pittsburgh, PA 15212

Email: jobs@cityofasylum.org / Website: www.cityofasylum.org

JOB DESCRIPTION

The Director of Finance and Administration is responsible for the organization's financial operation, as well as other administrative functions such as human resources. The position develops and maintains effective administrative systems and financial policies and procedures. It oversees accounting operations including bookkeeping, paying and receiving, financial statement preparation, and financial reporting, treasury management, and supervision of the organization's outside professionals in the preparation of the annual audit and tax returns.

The position assists the Development Director in the preparation of grant applications and reports, the Executive Director in preparation and tracking of budgets and financial reporting for the Board of Directors. And it supervises staff in accounting/finance and additional functional areas.

GENERAL DUTIES AND RESPONSIBILITIES

- Leads all financial aspects of the organization, including:
 - Accounts receivable
 - Weekly accounts payable
 - Bi-weekly payroll
 - Benefits administration
 - Bank account and donation reconciliation
 - Budget preparation, forecasting and monthly comparison reporting
 - Cash flow analysis including tracking and use of restricted funds
 - Converting QuickBooks online data to user reporting
 - Three year capitalization plan
 - Banking relations
 - Special projects

- In consultation with the Executive Director, develops overall financial strategy to establish annual and long-range goals to meet strategic objectives
- Manages bookkeeping staff
- Develops and maintains all financial procedures
- Develop and manage the administrative department expense and income budget, with monthly updated projections
- Oversees QuickBooks online to ensure data integrity
- Supports all aspects of grant management including creating budgets, monthly grant expenditure reports and producing financials for final report
- Develop tracking for new income sources
- Oversees Contract Management including all insurance policies, vendor agreements, grant agreements, and apartment rentals
- Manages financials of bookstore and apartments
- Liaises with legal on restaurant liquor license and real estate issues
- Manages the annual audit process
- Performs HR administration

EXPERIENCE AND SKILLS

- Minimum BS in Accounting or Finance, preferred MBA/CPA
- Minimum 4 years of accounting and financial experience with management responsibility
- Knowledge of GAAP and FASB standards as they apply to nonprofit agencies
- Track record in grants management
- Commitment to the values of Equity, Diversity, and Inclusion
- Excellent organizational skills and the ability to multi-task in a fast-paced environment
- Preferred Qualifications: QuickBooks on-line. Nonprofit financial experience

REQUIREMENTS

- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion

COMPENSATION & BENEFITS

This is a full-time exempt position. Flexible Schedule.

- Annual salary range, based on qualifications: \$75,000 - \$85,000
- Healthcare: \$250 monthly reimbursement (tax-free) for benefits or out-of-pocket medical-dental expenses)
- PTO: 12 days per year, increasing after 2nd year
- Paid holidays: 8
- Vanguard Simple IRA with 3% match
- Professional development funds
- Discounts at in-house restaurant and bookstore

NON-DISCRIMINATION POLICY

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.

HOW TO APPLY

Please send a cover letter and resume to jobs@cityofasylum.org with "**Director of Finance**" in the subject line.