



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.

Founded in 2004, City of Asylum is the largest writer sanctuary in the world and serves as the U.S. headquarters of the International Cities of Refuge Network (ICORN). We present more than 120 free arts and humanities programs each year in Pittsburgh and are internationally recognized as the model for what a City of Asylum can be. Our work builds social equity through cultural exchange, breaking down barriers of race, gender, and class in our community.

Learn more at www.cityofasylum.org.

POSITION SUMMARY

City of Asylum seeks a strategic and hands-on financial and operational leader to ensure the financial health, administrative efficiency, and long-term sustainability of the organization. This role leads financial operations, human resources, and compliance, while strengthening internal systems and mentoring cross-functional staff to enhance organizational capacity.

Reporting to the Executive Director, this senior leadership role supervises the Staff Accountant, Operations Manager, and Bookstore Manager, serves as a strategic thought partner to the leadership team, and works closely with external accountants, legal counsel, and the Board of Directors. This is an opportunity for a collaborative, systems-minded professional to help shape the infrastructure of a nationally recognized organization and contribute meaningfully to its continued growth.

KEY RESPONSIBILITIES

- Finance & Accounting
 - Lead all financial operations, including accounting, budgeting, forecasting, and financial reporting
 - Oversee accounts payable / receivable, payroll, benefits administration, bank reconciliations, and treasury management
 - Manage cash flow planning and use of restricted funds
 - Maintain and improve financial systems and policies, ensuring data integrity in Quickbooks Online and Fathom

- Develop annual organizational and departmental budgets in collaboration with the Executive Director and department heads
- Prepare timely monthly and quarterly financial reports for internal and board use
- Lead the annual audit process and coordinate the preparation of tax filing with external accountants
- Support capitalization planning and manage banking relationships
- Supervise and support the Staff Accountant, Operations Manager, and Bookstore Manager, including training and mentoring to strengthen their understanding of budgeting, financial processes, and administrative systems
- Administration: Compliance, Risk Management, & Human Resources
 - Manage the full lifecycle of contractual agreements - review, execution, compliance, and renewal - including insurance coverage, vendor contracts, grant-related obligations, lease and management agreements, and liquor license
 - Serve as the primary point of contact for legal counsel, coordinating on matters related to real estate, contracts, compliance, risk management, and organizational policies
 - Ensure compliance with employment laws and nonprofit best practices
 - Manage human resource functions such as hiring processes, onboarding and offboarding, policy implementation and documentation, and benefits administration
 - Support and oversee organizational practices related to equitable hiring, performance management, and staff development. Collaborate with department heads to ensure consistent implementation of inclusive, mission-aligned policies and employee engagement practices
- Earned Revenue Oversight
 - Oversee performance of for-profit subsidiaries, including the bookstore and rentals (commercial and residential)
- Grant & Development Support
 - Collaborate with the Development team to prepare grant budgets
 - Produce financial reports as needed for grant applications, interim reports, and final reports

QUALIFICATIONS

- Required
 - Bachelor's degree in Accounting, Finance, or related field (preferred MBA/CPA)
 - At least 4 years of progressive financial and administrative experience, including supervisory responsibility
 - Strong knowledge of nonprofit accounting standards (GAAP & FASB)
 - Experience with grant budgeting, management, and reporting
 - Proficiency in Quickbooks Online and Excel

- Excellent organizational, analytical, and interpersonal skills
- Ability to communicate financial concepts clearly to both technical and non-technical audiences
- Demonstrated commitment to equity, diversity, and inclusion
- Preferred
 - CPA or MBA (not required)
 - Familiarity with for-profit operations such as retail or rentals
 - Experience managing or mentoring staff across departments
 - Proficiency in Google Workspace
 - Familiarity with Fathom or similar financial reporting tools
 - Familiarity with Ramp or similar spend management tools

OTHER REQUIREMENTS

Documentation of full COVID-19 vaccination will be required prior to the start of employment.

COMPENSATION & BENEFITS

This is a full-time, exempt position with a flexible schedule. Hybrid work is supported, with a final schedule to be mutually agreed upon between the Director of Finance & Administration and the Executive Director.

- Salary range: \$85,000 - \$95,000, with flexibility for candidates with CPA credentials or significant experience. Salary is commensurate with experience and qualifications.
- Health insurance: Two UPMC plans available, with 55-75% employer contribution depending on the plan selected
- Dental insurance: 50% employer contribution
- Vision insurance: available at employee's expense
- Retirement: SIMPLE IRA with up to 3% employer match
- Short and long term disability coverage (no cost to employee)
- Paid time off: 12 days annually, with an increase after the second year
- Paid holidays: 10 annually
- Professional development: Annual funds available to support continuing education and growth
- Discounts at on-site restaurant and bookstore
- Free on-site parking

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 submit a resume and responses to the following questions (in lieu of a cover letter) to jobs@cityofasylum.org with **“Director of Finance & Administration”** in the subject line.

1. Why are you interested in this role at City of Asylum? What aspects of our mission or work resonate most with you?
2. Please describe your experience overseeing financial operations in a nonprofit setting.
3. City of Asylum has multiple entities and revenue streams which require consolidated financial reporting and reconciliation between entities. Please describe your experience managing similar complexity. How have you approached consolidating financials and ensuring accuracy?
4. Describe a time you identified a financial or operational risk within an organization. What steps did you take to address it, and what was the outcome?
5. This position involves supervising staff with varying levels of expertise. How do you approach supporting direct reports in areas where they are still developing, while also maintaining effective oversight and meeting organizational goals?