

POSITION: Financial & Human Resources Manager (Full Time)
REPORTS TO: Executive Director
FSLA: Exempt
CREATED: AUGUST 2018

Posted: August 20, 2018

Apply By: August 27, 2018

Please send cover letter and resume to: Careers@PabloCenter.org

JOB SUMMARY:

Under the supervision of the Executive Director, the Financial & Human Resources Manager will be in charge of creating and implementing administrative systems to ensure smooth office operations for the Pablo Center team. To be successful as the Financial & Human Resources Manager, you will need to be able to learn quickly, work on tight deadlines, have experience with human resources and financial systems, display exceptional verbal, written, and presentation skills, and have a passion to support the mission and vision of Pablo Center.

This position is a unique opportunity to be part of the ground floor team and will include projects and tasks spanning varying departments and areas. The duties are broad, and often of a confidential nature. Must perform all tasks with a wide latitude for exercising discretion and judgment. This position requires ample experience managing confidential matters and a comfort level with interfacing professionally and preparedly with staff, board members, patrons and community stakeholders.

The position will assist and support all departments and programs as deemed necessary and as may be assigned, working closely with the Executive Director and the Patron Relations Manager & Assistant to the Executive Director. The ideal candidate must be exceedingly well-organized, flexible and enjoy the challenges and rewards of working on a small team and assuming multiple responsibilities. The ability to interact with staff in an ever-changing environment, sometimes under pressure, remaining flexible and proactive, resourceful and efficient with a high level of professionalism and confidentiality is crucial to this position. Must demonstrate composure and professional integrity at all times. Salary range of \$38,000 - \$45,000 and/or commensurate with experience.

Duties include:

- Running point for “on-boarding” all new employees – scheduling interviews, preparing new hire packets, coordinating technology set up, ordering supplies and creating training timelines and appointments.
- Coordinating human resource paperwork to ensure timely submission, accurate completion and confidential filing.
- Processing credit card reconciliation reports, employee reimbursements, artist contract payments, and vendor invoices.
- Serve as Pablo Centers financial controller by maintaining and monitoring budgets and expenditures.
- Oversee the implementation of the Intact Software
- Work closely with our contracted services and Commonwealth Development.
- Making purchases in a cost-efficient manner in accordance with the culture and brand of Pablo Center.
- Developing and expanding administrative systems to meet increased organizational needs.
- Assist in providing general administrative support including making copies, preparing marketing packets, processing mail, answering the phone, filing, and running occasional errands.

- Assist in routing incoming phone calls, mail and emails to appropriate staff members.
- Organizing, attending and participating in meetings.
- Preparing and executing mass mailings, and email communications.
- Utilizing the patron database to pull financial reports and mailing lists.
- Documenting and following up on action items and decisions after meetings.
- Assessing risks and issues and providing solutions where applicable.
- Other duties as assigned.

PREFERRED SKILLS:

- Bachelor's or Associate Degree from an accredited institution
- Previous experience working in an arts center and/or non-profit organization.
- A minimum of three years of work experience in related field.

REQUIRED SKILLS:

- Proven track record of self-starting, with an emphasis on creating or streamlining systems for maximum efficiency.
- Highly professional demeanor with a growth mindset.
- Must possess excellent oral, written communication and presentation skills, with a focus on a high degree of tact and professionalism in representing the executive office at all times.
- Willingness to support internal and external stakeholders with flexibility, collaboration and positivity.
- Must be able to anticipate project needs, discern work priorities and meet deadlines with little supervision.
- Must be willing to work flexible schedule, including occasional evenings and weekends.
- Excellent interpersonal skills including the ability to build rapport both in person, via email and by phone, with high professionalism.
- Detail-oriented, organized and able to manage multiple daily priorities.
- Ability to manage multiple projects and work assignments concurrently.
- Excellent communication skills, including writing and verbal communication.
- Ability to work effectively under pressure and with deadlines.
- Proficient in Microsoft Office, experience with Adobe Acrobat Pro, database software, and financial reporting software.
- Superior calendar-management skills including experience with Outlook or similar software.
- Ability to work well in a collaborative environment with a team mindset.
- High degree of positivity and team attitude especially when managing multiple projects and priorities.
- Ability to work on tight deadlines.
- Demonstrated curiosity and willingness to learn new skills.

BENEFITS: Eligible for all standard benefits available to other full-time employees.