



DIRECTOR OF FINANCE AND ADMINISTRATION

The American Craft Council (ACC) is seeking a full-time director of finance and administration (DFA) at an exciting and pivotal moment to help lead and grow this national organization dedicated to championing and supporting the diversity of American craft and its artists. A member of the organization's senior leadership team, the DFA is a key partner to ACC's executive director and Board of Trustees.

Reporting to the executive director, the DFA is responsible for the annual budget and budget reporting, accounting and audit, endowment investment oversight, human resources, purchasing, and facilities, also acting as the staff liaison with a Board Finance and Audit Committee. The DFA supervises a full-time accounting assistant.

The Council has a current annual budget of \$2.9 million and a staff size of 16 full-time employees with the goal of growing back to a pre-pandemic organizational budget over the next two years. Income is generated through a diverse combination of earned and contributed sources with earned revenue from virtual and in-person craft shows, memberships and advertising, sponsorships, and contributed support from a wide range of foundation governments and individuals. Revenues are used to publish *American Craft* (a quarterly magazine), manage both in-person and virtual shows, maintain a physical library and archives, and provide a wide range of innovative programming.

Like many other cultural institutions, the pandemic has presented ACC with both new challenges and opportunities for growth and evolution over the next several years, and we are optimistic about our strategic vision for the future. The successful candidate will have an ability to re-think the processes currently in place to create new efficiencies, implement technological advances, and help continuously evolve the organization in response to a shifting business environment.

The DFA is the chief controller of ACC. Primary duties include:

- Maintaining integrity of the accounting system by reviewing all financial transactions and invoices, signing checks, making month- and year-end adjusting entries, and supervising bookkeeper in accounts receivable, accounts payable, payroll, bank account, and corporate credit card reconciliation.
- Providing a system of cash forecasting to assure adequate funds for operations.
- Preparing financial statements and programming analysis for internal use and for presentation to the board and finance committees.

- Overseeing the annual audit and tax return.
- Assisting in the preparation of programming budgets for grants, both in the initial request and in the final analysis.
- Preparing budgets for personnel and overhead cost centers. Working with the executive director and department heads in planning, drafting, and overseeing approval of the annual budget and multi-year projections.
- Overseeing the investment of Council endowment funds, making investment decisions for working capital, and serving as liaison with outside investment advisors.
- Approving the bi-monthly payroll process, assuring that all personnel changes are adequately documented and performed.
- Responsible for selecting and administering all benefit programs including life, health, and dental insurance, 401(k) plan, PTO, and severance plans.
- Responsible for ACC's office facilities, including acting as liaison with building staff and landlord, administering ACC's computer network, including acting as liaison with computer contractors, and purchasing equipment and more expensive items.
- Responsible for purchasing and managing the Council's property and liability insurance and service contracts.

Education and Experience

- Bachelor's degree in accounting.
- Five years experience in finance and administration.
- Managerial experience in a nonprofit financial position is desirable.

Other Qualifications

- Ability to work accurately and quickly on several tasks at once.
- Ability to provide accurate and informative financial reports in a timely manner.
- Ability to use a complex fund accounting system with prior Intacct experience desirable.
- Experience in accounting, purchasing, and human resources desirable.
- Experience in working with nonprofit boards and clearly presenting reports, written and verbal, to trustees desirable.
- Demonstrated ability to plan and execute a complex project and manage grants desirable.
- Demonstrated ability to successfully conclude an audit, maintain accurate accounting records, and prepare and present budgets.
- Demonstrated ability to work with superiors, colleagues, subordinates, and trustees.
- Demonstrated technology skills that meet today's workforce demands (Microsoft Office, Google Suite, Salesforce, video conferencing, Slack, Asana, etc.) including strong skills using virtual collaboration tools to track projects, solve problems, and work with others across distances.

Schedule: Full time, limited nights, weekends and travel as required.

Salary Range: \$85,000–\$95,000 commensurate with experience

Benefits:

- Medical and dental plans

- Flexible spending and health savings accounts
- Life insurance
- Short- and long-term disability
- Generous paid time off
- 401(k) with match

Location and Current Working Conditions

Given the current disruption to ACC's usual operating procedures as a result of COVID-19, this position will likely require remote working at the outset and for episodic periods. As ACC's offices reopen, this position will be located at our office at 1224 Marshall St. NE in Minneapolis, Minnesota. As it becomes safe to return to travel, this position will require travel within the US.

Applications will be accepted until the position is filled and will be reviewed beginning Monday, June 7, 2021. Inquiries and applications, including resume and cover letter, should be emailed to employment@craftcouncil.org.

About Employment with ACC

The American Craft Council is a national nonprofit working to keep the craft community connected, inspired, and supported. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. 80 years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through longstanding awards and a unique research library. A range of other programs create space for dialogue and action—because craft can bring us together as people. Learn more at craftcouncil.org.

The American Craft Council is building a dynamic and collaborative work environment that values people and their professional development. Take this opportunity to work with a team that is dedicated to convening the craft community and its supporters, providing new opportunities for artists, and amplifying their stories.

ACC is an equal-opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. [Read more about ACC's commitment to inclusion and equity.](#)