Director of Finance and Procurement

Founded in 2009, The Chicago High School for the Arts (ChiArts) is a Renaissance 2010 School and Chicago's first public (CPS) arts high school. ChiArts provides college-preparatory, pre-professional arts training in dance, music, theater and the visual arts to approximately 600 students from all 50 wards of Chicago.

Position Summary

The Director of Finance and Procurement will be a strategic thought-partner, tactical operations manager, and report to the Executive & Artistic Director. The successful candidate will be a hands-on and participative manager and will oversee finance, business planning, budgeting and procurement. The Director of Finance and Procurement will play a critical role in partnering with the senior leadership team in strategic decision making and operations as ChiArt's continues to enhance its quality programming and curriculum.

The role has one direct report (Bookkeeper), oversees external technology consultants, and partners with Payroll, which reports to the Executive & Artistic Director.

Responsibilities

Financial Management

- Manage the day-to-day financial operations and monthly accounting to ensure timely and accurate accounting data using appropriate controls/safeguards and in compliance with GAAP and all local, state and federal regulations.

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.

- Manage organizational cash flow and forecasting.

- Coordinate preparation and timely submission of all federal and state tax returns (Form 990, etc).

- Coordinate and lead the annual audit process; liaise with external auditors and the Finance Committee of the Board of Directors; assess any changes necessary.

- Oversee and lead annual budgeting and planning process in conjunction with the Executive & Artistic director; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.

- Refine and improve the contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

- Update and implement all necessary business policies and accounting practices.

- Effectively communicate and present critical financial data and topics to the Board of Directors.

Procurement and Administration

- Refine and improve purchasing and contract management instructions, policies and procedures.

- Manage selected vendor relationships, including the negotiation of contracts, improved pricing, product quality, and delivery.

- Oversee administrative functions to ensure efficient and consistent operations as the organization scales up.

Qualifications

- Undergraduate degree in accounting is required, MBA/CPA or related degree is a plus

- At least 5-10 years of overall professional financial experience is required and must include some experience in a not-for-profit organization; several years of broad financial and operations management experience is a plus.

- Knowledge of accounting and reporting software is required; Knowledge of SAGE MIP Fund Accounting is a plus.

- Experience in grants management is desired.

- Experience in an educational institution is a plus.

The ideal candidate has the following experiences and capabilities:

- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.

- A successful track record in setting priorities; keen analytic, organization and problem solving skills, which support and enable sound decision-making.

- Excellent communication and relationship building skills with an ability to prioritize, exercise independent judgment, negotiate, and work with a variety of internal and external stakeholders, including the ability to translate financial concepts to and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

- A multi-tasker with the ability to work as part of a team and wear many hats in a fast-paced, demanding environment.

- Experience selecting, negotiating, overseeing and managing relationships/contracts with external vendors.

- Personal qualities of integrity, credibility, and dedication to the mission of ChiArts.

Application Process

Qualified applicants should send their resume and salary history (required) to:
Chicago.HS.for.the.Arts.Resume@gmail.com