



**Public Art Fund** (PAF), New York's leading presenter of contemporary art in public spaces, seeks a **Finance & Human Resources Manager** to oversee day-to-day financial operations. The Finance & HR Manager reports to the Deputy Director, supervises the Finance & Human Resources Assistant, and collaborates with staff across all departments; the Manager is also the staff liaison to the Board's Audit & Finance Committee. PAF is a non-profit organization with a staff of 25 and an operating budget of approximately \$6 million; PAF also conducts consulting activities via its subsidiary, Public Art Fund: Creative Partners LLC.

**Primary responsibilities include:**

Finance

- Develop and maintain all financial systems and controls
- Oversee all budgeting, including tracking project and administrative expenses and income, maintaining the organizational budget, and reforecasting it three times annually, in collaboration with department heads
- Manage cash flow for both the non-profit entity and LLC, and monitor bank accounts
- Perform monthly account reconciliations for all bank accounts, credit cards, pre-paid expense accounts; oversee quarterly reconciliations for LLC shared services
- Coordinate annual financial audit and audit schedules, 990 tax returns, sales tax report, and all other IRS filings
- Work with Deputy Director to organize and prepare materials for Board Finance Committee and Compensation Committee meetings
- Track restricted funding and pre-paid expenses, release as required/needed

Human Resources

- Maintain staff benefits program with an external PEO
- Oversee hiring, onboarding, enrollments
- Coordinate/file paperwork for workers' comp, disability, paid family leave as needed
- Track employee time allocations
- Organize and update employee files, documentations, and staff handbooks

Operations

- Liaise with technology company regarding all IT issues and ensure backup of all files and electronic records
- Maintain all insurance policies including commercial liability and worker's comp; collaborate with Project Managers on fine art insurance policies
- Oversee all operational purchases and vendor agreements
- And other duties as needed

**Qualifications:**

- Bachelor's degree in finance or accounting; CPA a plus
- Minimum 4 years of non-profit financial and operations experience
- Expertise with QuickBooks Pro
- Experience with managing and facilitating a financial audit

- Highly organized, detail oriented, creative thinker, able to problem solve and effectively manage multiple tasks simultaneously
- Ability to work both independently and as part of an integrated team
- Knowledge of accrual accounting, GAAP, and restricted funds management a plus
- Interest in contemporary art preferred

Salary commensurate with experience. Competitive benefits offered.

Please send cover letter, including salary requirements, and resume as attachments to [hr@publicartfund.org](mailto:hr@publicartfund.org). Indicate the job title "Finance & HR Manager" in the subject line.

No telephone calls please. Public Art Fund is an Equal Opportunity Employer.