



Public Art Fund (PAF), New York's leading presenter of contemporary art in public spaces, seeks a **Finance & Human Resources Director** to oversee day-to-day financial operations. The Finance & HR Director reports to the Deputy Director for Programs & Operations, supervises the Associate Manager, Finance & Operations, and collaborates with staff across all departments; the Director is also the staff liaison to the Board's Audit & Finance Committee. PAF is a non-profit organization which 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 reforecast it three times annually, in collaboration with department heads
- Manage cash flow for both Public Art Fund and Creative Partners LLC, and monitor bank accounts
- Review annual financial audit and audit schedules, 990 tax returns, sales tax report, and all other IRS filings
- Work with Deputy Director for Programs & Operations to organize and prepare materials for Board Finance Committee and Compensation Committee meetings
- Monitor restricted funding and pre-paid expenses in accrual budgets
- Review operational purchases and contracts for compliance to organizational financial policies with the support of the Associate Manager
- Maintain all insurance policies, tracking premiums and ensuring policies remain up to date
- Support grant writing through budget reporting and proposal financial review
- Monitor long term financial planning and endowment growth through financial modeling and budget projections

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
- Organize and update employee files, documentations, and staff handbooks

Desired Skills and Qualifications

- Bachelor's degree in finance or accounting; CPA a plus
- Minimum of 5 years of financial management experience, with three years' experience in human resources and nonprofit leadership preferred
- Expertise with QuickBooks Online
- 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

How to Apply

Please email cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title "Finance & Human Resources Director - 2025" in the subject line.

The Finance & Human Resources Director is a full-time non-exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work is primarily performed in an office environment, on a hybrid schedule. Ability to work flexible hours (including evenings and weekends) outside of the scheduled work times are an occasional requirement of the position. Ability to travel around the NYC Metropolitan area is also required. Salary is \$120,000 - \$130,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.