



# Poets&Writers

## DIRECTOR OF FINANCE & ADMINISTRATION

### Position Summary

The Director of Finance & Administration works closely with the Executive Director to manage the financial health and long-term growth of Poets & Writers, and is accountable for all aspects of financial management, as well as administration and human resources.

The role requires significant experience in nonprofit financial operations and systems including accounting, budgeting, grants management, and audit management. The Director of Finance & Administration should be detail-oriented and place a high value on maintaining meticulously clean, accurate books. In addition, they will have keen business acumen and be a skilled communicator, able to produce reports and make presentations that convey complex information clearly and accurately; they will be technically savvy; they will have good interpersonal skills and be prepared to quickly establish trust and credibility with the staff, board, and external partners. They should model an excellent work ethic and be able to represent Poets & Writers and its values, internally and externally.

Poets & Writers is a nonprofit arts service organization founded in 1970. The annual operating budget is approximately \$4.5 million; the organization has endowments of approximately \$7 million, and a staff of twenty-two.

This is a full-time, in-person position in our New York City office, with the potential to work from home several days a week. The annual salary is \$130,000. Benefits include fully paid medical insurance, a voluntary 403(b) retirement plan, and generous paid time off. The Director of Finance & Administration reports to the Executive Director and supervises two direct reports (a staff accountant and an administrative coordinator).

### Responsibilities

#### *Leadership*

- Partners with the Executive Director to develop and manage the operating budget
- With the Executive Director, thinks strategically about the organization's financial health and plans for long-term growth
- Supervises two staff members and serves as a trusted leader within the organization
- Supports three board committees: Finance & Audit, Investment, and Retirement Plan; presents at board and committee meetings; provides clear, accurate reporting that enables the board to carry out its fiduciary responsibilities

#### *Finance & Accounting*

- Prepares schedules to aid in the annual budgeting and quarterly reforecasting process
- Manages cash flow to ensure availability of funds as needed
- Provides financial reports as required for various stakeholders
- Maintains fiscal oversight of *Poets & Writers Magazine*

- Provides budgets for grant proposals and reports; works with colleagues to ensure grant compliance
- Manages relationships with auditor, banker, and investment advisor
- Ensures appropriate internal controls and financial procedures
- Ensures legal and regulatory compliance in all fiscal matters
- Ensures timely completion of annual audit and tax filings
- Reviews financial transactions processed by the accountant
- Performs reconciliation of all balance sheet accounts as part of the month-end close
- Prepares monthly financial reports and analysis for management
- Works closely with other staff to ensure timely payment of balances due and implement collections procedures as necessary
- Ensures that accounting software programs are secure and operational, and works to assess and incorporate new technologies
- Stays current on developments in the field, including changing regulations that impact our business

### *Administration*

- Negotiates certain key contracts
- Reviews all requests for capital purchasing; reviews contracts for terms and conditions
- Secures and maintains the organization's insurance policies
- Serves as point of contact for landlord; manages issues related to facilities, including several subtenants with whom we share our office space
- Develops and maintains business continuity plans
- Supervises administrative coordinator in management of day-to-day operations
- Manages internal communications on organization-wide administrative matters

### *Human Resources*

- Assists the Executive Director in overall personnel management including refinement and implementation of personnel policies and benefits, compensation review, hiring and firing
- Manages recruitment, posts open positions, orients new employees
- Maintains Employee Handbook, updating it as needed from time to time
- Monitors performance review calendar and procedures, updating as needed from time to time
- Maintains personnel records and vigilantly protects employee confidentiality
- Administers payroll and benefits through PEO provider (ADP)
- Manages the PEO relationship; periodically evaluates and rebids agreements with PEO and benefits providers to maximize value to the organization
- Works with 403(b) plan administrator to manage plan and ensure compliance
- Ensures organizational and staff compliance with all local, state, and federal human resource requirements

### **Qualifications**

- CPA or equivalent experience
- Seven to ten years' nonprofit financial management experience

- Demonstrable experience:
  - developing and monitoring budgets
  - creating and monitoring accounting systems
  - managing a successful annual audit
  - managing payroll and benefits
  - negotiating contracts
- Firm understanding of GAAP
- Knowledge of Fund EZ and BILL.com preferred
- Proficient in the use of Microsoft Office Suite, particularly Excel; adept at learning new software and incorporating new technologies
- Outstanding communications and presentation skills
- Strategic thinking, business acumen, and good judgment
- Culturally competent; able to work with people of many identities and backgrounds
- Personal integrity and great work ethic
- Commitment to P&W's mission and passion for literature, writers, and books
- Upholds P&W's values—service, integrity, inclusivity, and excellence—and shares the organization's commitment to antiracism

## To Apply

To apply, send a cover letter and résumé to Melissa Ford Gradel, Executive Director, at [hiring@pw.org](mailto:hiring@pw.org). Include “Director of Finance & Administration” in the subject line. Attachments must be .docx or .pdf; other file types will not be opened. No calls or follow-up e-mails, please.

Note that, as part of our commitment to pay equity and transparency, Poets & Writers has a no-negotiation hiring policy. The salary cited in a job listing is the non-negotiable salary for the role; our benefits package is the same for all employees and is also non-negotiable.

***Poets & Writers is an Equal Opportunity Employer, committed to building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.***

## About Poets & Writers

Founded in 1970, Poets & Writers has been the primary source of trustworthy information, professional guidance, support, and inspiration for writers for fifty-five years. Our work is rooted in the belief that literature is vital to sustaining a vibrant culture, and we focus on nurturing literature's source: creative writers. Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; [pw.org](http://pw.org), a website that offers information, inspiration, and a lively online community for writers; and programs that provide professional development opportunities, financial support, and validation for writers. We sponsor the Maureen Egen Writers Exchange Award and the Jackson Poetry Prize. Our work is guided by our core values: service, inclusivity, integrity, and excellence, and by our commitment to becoming an antiracist organization. Learn more at [pw.org](http://pw.org).

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