

Finance & Administration Manager

The Marin Art & Garden Center is a treasured resource which provides a relaxing environment for our guests as well as beautiful surroundings in which to work. Where else can you have a meeting while strolling 11 tranquil acres, or meet with your team to do a little brainstorming while sitting under a tree on a warm day?

The Marin Art & Garden Center (MAGC) is an independent non-profit organization dedicated to preserving and sharing our beautiful historic site, while enriching our community through exploration and discovery in the arts and the natural environment.

Our Finance & Administration Manager will contribute to the success of MAGC by providing direction and oversight for the financial and administrative management of the organization. This position will be a key member of the leadership team and a strategic advisor to the Executive Director with regard to finance, administration and the growth and development of MAGC. This is an exciting opportunity to develop your own department and grow with the organization.

Financial Management Responsibilities

- Strategic financial planning to support organizational growth
- Develop and manage the operating budget of \$1.6 M
- Financial analysis including risk and opportunity assessments
- Financial reporting, and projections
- Accounting management
- Compliance with financial standards and annual audit & tax returns

Administrative/Operations Management Responsibilities

- Administrative processes, procedures & compliance (risk management)
- Vendor/3rd party management, including contract and lease negotiations and compliance
- Information Management, office systems and employee benefits

Qualifications

Job-Related Knowledge

- Expert knowledge of financial analysis and reporting
- Expert knowledge of not-for-profit accounting principles (GAAP)
- Knowledge of compliance (insurance, permits & licenses) and internal controls
- Proficient in Microsoft Office (Outlook, Word, Excel & PowerPoint) and QuickBooks
- Knowledge of Information Management and office systems

Job-Related Skills & Abilities

- Strong leadership skills; the ability to inspire, motivate and manage employees
- Excellent interpersonal skills and the ability to effectively interface with employees, the Board of Directors, clients and volunteers
- Excellent analytical skills and the ability to translate analytical findings into actionable solutions
- Excellent written and verbal communication skills
- Ability to work in situations with changing priorities and successfully juggle multiple priorities

Experience

- 5+ years of experience in financial management
- 2+ years of experience in a senior financial role in charge of finance and accounting
- 2+ years in Office Administration
- 2+ years of experience with non-profit organizations

Education

- Bachelors in Finance, Accounting, Business or a related field
- MBA Preferred