



# LYME ACADEMY

OF FINE ARTS

## **Financial/Human Resources Manager Job Description**

**Organization:** Lyme Academy of Fine Arts, Old Lyme, CT

**Position Type:** Part-time or Independent Contractor

**Location:** In-person with a flexible schedule and remote work options to supplement on-campus responsibilities.

The Lyme Academy of Fine Arts is seeking an experienced Financial/Human Resources to join its dedicated team. This part-time or independent contractor role encompasses oversight of comprehensive financial and human resources operations, including cash management, payroll processing, vendor relations, financial reporting, tax compliance, and investment reconciliation. The position serves as a key liaison for accounting, audit preparation, and employee benefits administration, ensuring regulatory compliance and seamless financial data integration.

This hands-on position supports day-to-day operations and contributes to operational decision-making through accurate financial reporting and analysis. Reporting to the Managing Director and collaborating closely with the Bookkeeper, this role is vital to maintaining the financial and operational integrity of the Academy. The position is in-person with flexible schedule and remote work option to supplement responsibilities on campus.

### **Key Responsibilities**

#### **Cash Management:**

- Prepare invoices and print checks.
- Manage petty cash and prepare weekly bank deposits.
- Ensure proper input of credit card income in accounting systems.
- Oversee vendor payments via checks, direct deposits, or ACH transfers.
- Collaborate with Bookkeeper to maintain and update QuickBooks Online (QBO) chart of accounts and related records.

#### **Payroll Management:**

- Process bi-monthly payroll and manage employee records via Paychex.
- Handle employee onboarding, including I-9 verification and benefits setup (health insurance, 401(k)).
- Administer 401(k) funds transfers and reporting.
- Manage time and attendance systems.
- Initiate & ensure proper set up of contractor direct deposits via QBO.
- Oversee payments and compliance for visiting faculty, contractors, and artists, including international.

#### **Art Store Operations:**

- Record monthly financial activity and file monthly sales tax returns.
- Reconcile Art Store activity and manage inventory adjustments, including Cost of Goods Sold (COGS).
- Provide financial operations support to Store Manager.

#### **Endowment:**

- Reconciliation of endowment-related expenses and investment accounts.
- Calculate endowment draws for designated payments.

#### **Financial Reporting:**

- Prepare monthly and annual financial reports and statements, including Budget-to-Actual, Statement of Activity, and Statement of Financial Position.

- Compile reports for the Managing Director and Finance/Investment Committee and ad hoc requests for grants, accreditation and/or third parties.
- Prepare financial reports to meet local, state and federal compliance requirements.

**Audit and Tax Compliance:**

- Provide documentation for audits, tax filings, and CPA requests.
- Maintain fixed asset and depreciation schedules; record depreciation in QBO.
- Assist with the preparation of 1099 and other regulatory filings; review drafts.

**General Financial Management:**

- Responsible for setting up and monitoring that financial operations are in compliance & supporting the organization's systems and processes.
- Maintain consistent communications with Bookkeeper to ensure financial efficiency.
- Act as the primary finance contact for employees, vendors and contractors.
- Provide the Managing Director with accurate financial reports for strategic decision-making.
- Streamline workflows for financial transactions to ensure efficiency, consistency, and completeness.
- Provide support to Managing Director with monthly and annual budgets, cash flow management, and forecasting.
- Offer financial support to Directors – Managing, Artistic and Academic Affairs.

**General Administrative Duties:**

- Invoice rental unit and manage shared expenses and reporting.
- Facilitate bank transfers and ensure accurate inter-account reconciliations.
- Attend weekly finance team meetings.
- Participate in weekly staff meetings as needed.

**Qualifications:**

- Highly organized with exceptional attention to detail.
- Bachelor's degree in Accounting, Finance, or a related field.
- Proficiency in QuickBooks Online and Paychex.
- Strong understanding of payroll, benefits administration, and tax compliance.
- Excellent organizational, analytical, and communication skills.
- Experience in nonprofit financial operations.

**Compensation:**

- Part-time position, in-person role with remote work as needed (10-20 hours per week).
- Part-time employee or Independent Contractor role with hourly rate.

Application deadline is December 20, 2024 with an anticipated start date in early January 2025.

It is the policy of Lyme Academy of Fine Arts not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Please apply at [www.lymeacademy.edu](http://www.lymeacademy.edu) under the "Opportunities" tab.