

JAS DIRECTOR OF FINANCE –Job Description

Email resume to jazzaspensnowmass@jazzaspensnowmass.org

Responsible for all functions of day-to-day accounting, accounts payable, accounts receivable, payroll, and general ledger, as well as integration and reconciliation with not-for-profit accounting/record keeping functions. This includes maintenance of three different bank accounts, two credit cards and one investment account. The investment account receives stock donation transfers for immediate sale in accordance with Policy. No holding of securities and investing for returns.

Management of Contracts for Artists which includes obtaining technical and hospitality riders for distribution to back line contractor. Management of contracts includes obtaining all required documentation for year end 1099 reporting.

Payment of artists is often through electronic banking; however, some artists still require payment by certified check. Payments to Artists typically include a minimum of two payments, one deposit and one settlement.

You are the only accounting staff and segregation of duties issues are addressed through processes that include personnel from outside Accounting. Approval of all payments are by other Jazz Aspen Personnel.

The Development Department uses a separate, third party software for management of donations. This is reconciled to the Quick Books Program.

Budget is recorded in the accounting system, and the Dir. of Finance works with other Staff to prepare the Budget presentation to the Board.

Payroll includes six, year-round salaried staff; as well as, occasional additional part time staff, and summer interns. And, finally, during the Labor Day Event payroll includes approximately 80 additional personnel for approximately two pay periods.

Labor Day payroll includes the Human resource function of obtaining all necessary payroll documentation for Jazz Aspen records.

Year-end tax reporting includes preparation of year end informational returns, W-2, approximately 80; and 1099 reporting for approximately 150 vendors.

Cash management during Labor Day includes managing approximately cash for bar sales & drawers, making change for cash sales.

All Insurance(s), incl. Risk Management.

During February and March of each year you are responsible for procuring annual health insurance for salaried, full time staff; and procurement of Board of Directors, general liability, and other insurance during April and May of each year. In February and March of each year the workers compensation policy is renewed.

Procurement and vendor contracts.