



Dairy Barn Arts Center
Finance Manager Position Announcement
Job Description

The Dairy Barn Arts Center is seeking a Finance Manager which reports directly to the Executive Director and works closely with all staff to perform all financial activities, including the following:

- Communicate cash position and issues to the Executive Director on a daily basis.
- Maintain accurate financial records including revenues and expenses, balance sheet items, payroll, and taxes with treasurer
- Work with staff to provide revenue & expense reports for programs as requested
- Enter accounts payable and prepare checks for signatures
- Prepare bank deposits
- Prepare cash position and revenue & expense reports for management and board committees
- Manage petty cash for admissions and events
- Keep payroll records, and prepare biweekly payroll checks, and payroll tax reports and payments
- Keep employee benefit records (medical, vacation time, retirement, etc.), and make payments as needed
- Keep payment records for contract employees
- Prepare annual 1099 forms and W-2 forms.
- Prepare year-end financial statements (fiscal year ending December 31) with treasurer
- Provide information to auditor as needed with treasurer
- Maintain records of Capital Campaign and membership contributions
- Invoice capital campaign contributors as outlined in pledge cards.
- Other duties as assigned.

The Finance Manager position at the Dairy Barn Arts Center is a part time appointment, 16-24 hours per week. We will accept resumes until the position is filled. If you have questions, please contact Jane Forrest Redfern at jane@dairybarn.org or 740-592-4981.

Candidates interested in the position should forward a resume, cover letter and three professional references by April 12, 2017 and email it to jane@dairybarn.org or mail to:

Jane Forrest Redfern, Executive Director
Dairy Barn Arts Center
P.O. Box 747
Athens, Ohio 45701