

944 Fort Barry
Sausalito, CA 94965
415.331.2787



info@headlands.org
headlands.org
@HeadlandsArts

Title: Finance and Operations Coordinator
Department: Operations
Reports to: Deputy Director for Operations
Status: Salaried, Non-Exempt
Salary Range: \$50,000–\$60,000. Total compensation includes a generous benefits package with medical, dental, 401(k), and paid time off (PTO)
Schedule: Full time; occasional evenings/weekends required

About Headlands Center for the Arts

Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

Mission

Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

Position Description

Headlands Center for the Arts' (Headlands) Operations Department is responsible for the management of Headlands' resources in support of programmatic objectives, including financial sustainability and high-functioning operations. The Finance and Operations Coordinator (FOC) provides critical support to the Deputy Director for Operations to assist with a variety of financial duties at Headlands, including serving as the primary liaison with Headlands' external accounting firm. The successful candidate must be able to effectively coordinate financial processes and procedures, bringing a spirit of collaboration and customer service as the staff member bridging the firm, the staff, and Headlands' varied constituents. In addition, the FOC will support the Senior Manager, Operations on event rentals, volunteer coordination, and administrative support.

Responsibilities

All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor and guided by the needs of the team.

Finance Support

- Serve as primary liaison with Headlands' finance firm, Bicycle Accounting (BA)
- Provide customer support to artists and donors for financial needs
- Check mail for invoices/checks and scan finance-related mail
- Code and deposit checks on a weekly basis
- Review bills for payment in bill.com and prepare for approval
- Review credit card transactions and approve reimbursements via Divvy
- Monitor bank accounts in close collaboration with Deputy Director for Operations
- Provide consultation and assistance for research and preparation of Headlands' annual budget using Fathom
- Support development of the packet for Finance Committee meetings; attend meetings, and participate as needed, including taking minutes



- Reference and manage archived finance email account as needed
- Meet monthly with development staff to review status of grants, pledges, and other contributed income and reporting requirements, and quarterly to reconcile accounting and development records
- Complete and file forms for sales and other taxes as appropriate
- Collaborate with Director of Facilities on resolution of fixed assets inventory
- Coordinate with program, development, and operations departments the collection and timely receipt of income from fees and institutional sources
 - Prepare and submit invoices for residency fees from institutional sponsors
 - Monitor receipts from outside rentals, concessions, and sales

Audit

- Resolve audit inquiries as needed
- Manage paper files for the FY21 and FY22 audit and coordinate with BA for any digital files

Financial Reporting

- Generate weekly payables and deposits report for management team
- Provide Charles Schwab statements and CSV files to Bicycle Accounting on a monthly basis

Payroll

- Circulate reminders to staff for bimonthly payroll deadlines
- Coordinate timesheet approval in Gusto for hourly employees
- Communicate employee onboarding and offboarding needs to Bicycle Accounting

Administrative and Operational Support

- Ensure that the office equipment and supplies are running as stable, consistent, and efficiently as possible
- Keep operations and rental data updated in Salesforce
- Manage archive of paper and electronic files, governed by Headlands' document retention policy

Earned Income Activities

- Support Senior Manager, Operations with contracts and logistics of wedding, special event, group visit, photo and film shoots, and weekday meeting rentals and associated print and web materials

Public Event, Programming, and Volunteer Support

- Support the volunteer program, including securing volunteers for Headlands' programs, communication of event logistics, and maintaining up-to-date volunteer distribution lists

Visitor Experience

- Provide customer service during public hours and rental events happening during regular business hours
- Field and direct calls and inquiries via phone and email
- Other duties as assigned by Deputy Director for Operations or Senior Manager, Operations

Position Requirements

- 1-2 years of finance accounting or administrative experience
- Excellent customer service, interpersonal, and collaboration skills
- Ability to maintain confidentiality of sensitive information
- Strong written and oral communications



- Computer literate with proficiency in QuickBooks, GSuite, Slack, Salesforce, and Microsoft Office Suite applications, including strong Excel skills
- Understanding of budget management
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and socio-economic environment
- Experience with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives
- Due to our Marin Headlands location, reliable vehicle access is required

Physical Requirements

- Frequently is required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Must be able to do extended periods of work at a computer
- Must be able to assist with events, which includes lifting up to 25 lbs
- Must be able to work occasional nights and weekends
- Must be fully vaccinated and boosted against COVID-19

To Apply

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be "Finance and Operations Coordinator/your name." Please submit applications by Sunday, August 14, 2022.

Review of applications will begin Monday, August 15, 2022 and continue until the position is filled. Please note that due to the volume of applicants, only candidates who will be invited to interview will be contacted.

Equality Employment Opportunity Policy

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.