



The Vera Project
305 Harrison St.
Seattle, WA 98109
206-956-8372

Finance Manager

Position Overview: Manage The Vera Project's bookkeeping, finance, and business development needs.

The Vera Project seeks a skilled and passionate financial professional to support its always all ages music and arts programming.

The Finance & Impact Manager will work with VERA staff, members, and volunteers to manage the organization's bookkeeping, finance, and business development needs.

The Vera Project is an Equal Opportunity Employer. People of color, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

APPLICATION PROCESS:

Please address the following topics in your cover letter:

- Please tell us about your experience in finance, bookkeeping, business development, and database management in detail.
- What do your specific skills and interests bring to this role?
- What is your background, if any, working or volunteering with nonprofit organizations and community spaces?
- What relationship do you have with The Vera Project, Seattle's music and arts community, and/or the DIY scene?

Please submit a cover letter, resume, and two references to hiringcommittee@theveraproject.org with "Finance Manager, *Your First and Last Name*" in the subject line by Sunday, June 16th at 11:59PM.

If you do not quite fit into the listed job description and feel you may still be a great candidate, don't hesitate to apply & tell us about yourself! Send all questions to hiringcommittee@theveraproject.org

Finance Manager

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Key Responsibilities

Financial Management

- Manage all bookkeeping needs at The Vera Project, including accounts payable and receivable, payroll, invoicing, bill payment, subscription renewal, and more.
- Maintain financial records for all accounts, income, and expenses using QuickBooks Online and and/or applicable accounting softwares and platforms.
- Ensure compliance with organizational financial controls and federal, state, county, and city regulations, including all licenses, insurance, and 501(c)3 requirements.
- Prepare detailed financial reports and budgets on an annual, quarterly, and monthly basis, or as needed for strategic planning, funding requests, grant reporting, and more.
- Work with the Executive Director to prepare 1099s, W2s, and annual tax returns.
- Co-manage, develop, and implement financial policies for all programming, events, staff, independent contractors, and interns.
- On-board and process all paperwork for new employees, teaching artists, and contract staff with the Executive Director.
- Manage the payment of all teaching artists, contract staff, and trainees as applicable.
- Prepare and process all reimbursements, stipends, scholarships, and other means of financial support for The Vera Project's staff and community.
- Administer employee benefits in collaboration with the Executive Director.
- Manage financial relationships and provide admin support to VERA fiscal sponsors
- Track, record, analyze, and report on organizational and program metrics for grants, donors, and various annual reports.
- Coordinate the finance and bookkeeping needs for The Vera Project's fundraising and special events

Business Development

- Support the development and implementation of strategies, best practices, and partnerships that expand and improve The Vera Project's earned revenue streams.
- Co-manage corporate and community rental programming with the Artistic Director.
- Support the development team on campaigns, fundraisers, and grants as needed.

Hours: 40 hours/week

Reports to: Executive Director

Compensation: \$55-61k Salary DOE, 100% Employer Covered Medical, Dental, & Vision Benefits, Paid Parking or Public Transportation Reimbursements.