

Job Title: Business Manager

Agency: Saint Louis Story Stitchers Artists Collective

Reports to: Executive Director

Partnering with the Executive Director, the Business Manager develops, implements, and executes financial policies and strategies and is responsible for the fiscal management of the agency.

Saint Louis Story Stitchers is a nationally recognized Artists Collective known for high quality art and innovative youth violence prevention programs.

Responsibilities

1. Manages the development of the annual budget (and monthly P&L and cash forecasts) of Saint Louis Story Stitchers, working with the Executive Director and leadership team members.
2. In collaboration with the Executive Director, responsible for all financial functions (and related financial policies, procedures, and internal controls), including billing/revenue, cash collections, accounts payable, payroll, general ledger maintenance, cash management, invoice and receipt records and filing, and financial analysis and reporting.
3. Responsible for government grant accounting, invoicing, and reporting.
4. Responsible for invoice processing. Documents accounting deposits and sends checks to lockbox.
5. Collaborates with Grants Contractor to prepare grant budgets, account for grant activity, monitor performance versus budget for all grants and provide all financial reports required by grantors.
6. Work with program staff to oversee and adhere to program budgets.
7. Acts as the primary liaison with the Saint Louis Story Stitchers Finance Committee, preparing and presenting meeting/other materials and addressing related questions and requests.
8. Working with external auditors and third-party service providers, addresses compliance responsibilities for the agency, including annual Form 990 preparation and requests/issues associated with the annual audit.
9. Manage and track the YOP or other tax credit programs.
10. Other duties and special projects, as assigned.

Knowledge & Experience Requirements

- Bachelor's degree in accounting, finance or related field; CPA and/or MBA a plus
- Minimum of 5 years accounting/financial reporting experience; nonprofit and/or grant accounting experience strongly preferred
- Budget/forecast experience preferred
- Experience/familiarity with government agencies and tax credit programs is a plus
- High proficiency in Microsoft Office software (Excel, Outlook, Word, Access) required
- Proficient in QuickBooks, required or strongly preferred

Skills for Success

- Demonstrated passion for the mission of Saint Louis Story Stitchers
- Excellent analytical and problem-solving skills
- Ability to work independently
- Ability to prioritize activities, complete tasks and meet deadlines
- Attention to detail and commitment to accuracy
- Excellent communication skills in all situations
- Willingness/ability to work collaboratively as team member
- Respect for diversity among Saint Louis Story Stitchers employees and residents
- Respect for confidentiality of employee information

Policies

- Saint Louis Story Stitchers does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, veteran or national guard status, or any other factor prohibited by law in admission or access to, or treatment or employment in its programs and/or activities.
- Saint Louis Story Stitchers is committed to ADA compliance. The Collective welcomes people with disabilities and subscribes to the goal of providing access to programs, services and facilities. The Collective's goal is to integrate this philosophy into all activities: policies, guidelines, plans, budgets, funding proposals, meetings and outreach.

Salaried Exempt Position

Compensation commensurate with experience, salary range \$45,000-\$55,000.

Benefits include medical, vision, dental, life insurance, flexible hours, and paid time off.

Background check and screening required.

Please send a cover letter and resume with 3 professional references to adminassist@storystitchers.org.

Posted 4/30/2023