



ARTSAVL JOB DESCRIPTION

Finance & Operations Director

Full-Time | Hybrid/Flexible Work Environment

ABOUT ARTSAVL

Founded in 1952, ArtsAVL is the designated arts agency for Buncombe County and a leading arts and creative economy intermediary serving Western North Carolina. Through connection, advocacy, and grants, ArtsAVL works to strengthen the arts ecosystem, advance creative sector development, support recovery and resilience efforts, and ensure the arts remain at the heart of our communities.

ArtsAVL invests in artists, arts organizations, creative businesses, and community-based arts initiatives while serving as a convener, advocate, funder, and trusted partner for the region's arts and creative sector.

POSITION OVERVIEW

Reporting to the Executive Director, the Finance & Operations Director serves as a member of ArtsAVL's leadership team and is responsible for overseeing the organization's financial management, operations, human resources, technology systems, risk management, and administrative infrastructure.

The Finance & Operations Director works closely with the Executive Director, Board of Directors, staff, contractors, and external partners to ensure the organization operates efficiently, remains compliant with all legal and financial requirements, and has the systems, policies, and resources necessary to support ArtsAVL's mission and strategic plan. The position plays a key role in strengthening organizational sustainability, supporting growth, and ensuring responsible stewardship of organizational resources.

PRIMARY RESPONSIBILITIES

Financial Management & Compliance (35%)

- Oversee day-to-day financial operations, including accounts payable, accounts receivable, payroll coordination, banking, and cash flow management.
- Work with the Executive Director, Treasurer, Finance Committee, accountant, and auditors to support financial oversight and reporting.
- Prepare financial reports, budgets, forecasts, and other financial documents.
- Monitor organizational expenditures and budget performance.
- Support annual budget development, financial review/audit processes, and tax preparation.
- Maintain financial records and internal controls.
- Ensure compliance with grant requirements, contracts, financial policies, and regulatory obligations.
- Support financial reporting for grants, contracts, and funding programs.
- Provide financial analysis, forecasting, and operational oversight to support long-term organizational sustainability and informed decision-making.

Operations & Organizational Infrastructure (25%)

- Oversee organizational policies, procedures, and administrative systems.
- Maintain organizational records, files, contracts, and document retention systems.
- Coordinate office operations, equipment, supplies, vendor relationships, and administrative services.
- Support implementation and continuous improvement of organizational systems and workflows.
- Coordinate planning for future office, facility, technology, and organizational infrastructure needs.
- Manage organizational insurance policies and related administrative requirements.

Human Resources & Staff Support (15%)

- Coordinate employee onboarding, offboarding, personnel records, and benefits administration.
- Support recruitment, hiring, and employee documentation processes.
- Maintain employee handbook, personnel policies, and HR procedures.
- Coordinate staff training, professional development tracking, and compliance requirements.
- Support performance review and personnel documentation processes.
- Maintain confidential employee records and related documentation.
- Support a positive, inclusive, and effective workplace culture.

Technology & Systems Management (15%)

- Oversee organizational technology systems, software platforms, and vendor relationships.
- Coordinate technology purchasing, setup, maintenance, and replacement schedules.
- Support cybersecurity, data security, and technology policies.
- Maintain organizational software subscriptions, user accounts, and access permissions.
- Identify opportunities to improve efficiency through technology and process improvements.

Leadership & Organizational Support (10%)

- Participate in organizational planning, budgeting, and strategic initiatives.
- Serve as staff liaison to the Finance Committee and other committees as assigned.
- Collaborate with ArtsAVL staff to support implementation of organizational priorities.
- Support special projects and organizational initiatives as assigned.
- Contribute to organizational culture, continuous improvement, and implementation of ArtsAVL's strategic plan.
- Support implementation of ArtsAVL's strategic plan and annual work plans.

STAFFING STRUCTURE & SUPPORT

Reports To: Executive Director

Supervises: Contractors, consultants, and temporary project personnel as assigned

Works Closely With:

- ArtsAVL staff
- Board Treasurer and Finance Committee
- Accountant, auditor, and financial service providers
- Benefits, insurance, and legal providers
- Technology vendors and consultants
- Funders, contractors, and community partners

QUALIFICATIONS

Required

- Bachelor's degree or equivalent professional experience.
- Minimum seven years of progressively responsible experience in finance, operations, nonprofit administration, business management, accounting, human resources administration, or a related field.
- Experience managing organizational budgets, financial reporting, and administrative operations.

- Strong understanding of financial management principles, internal controls, budgeting, and compliance.
- Experience developing, implementing, and maintaining organizational policies, procedures, and systems.
- Strong project management, organizational, and problem-solving skills.
- Excellent written, verbal, and interpersonal communication skills.
- Strong attention to detail and commitment to accuracy, accountability, and confidentiality.
- Ability to manage multiple priorities and deadlines simultaneously.
- Ability to work independently while collaborating effectively within a small team environment.
- Commitment to ArtsAVL's mission, vision, and values.

Preferred

- Experience working in a nonprofit organization.
- Experience supporting audits, financial reviews, tax filings, grant reporting, or compliance activities.
- Experience administering employee benefits, personnel records, and human resources processes.
- Experience managing contracts, insurance policies, vendor relationships, and organizational records.
- Experience overseeing technology systems, software platforms, or operational infrastructure.
- Supervisory or leadership experience.
- Familiarity with Buncombe County, Western North Carolina, and the regional nonprofit or arts sector.

TECHNOLOGY SKILLS

Proficiency with or ability to learn:

- Microsoft Office and Google Workspace
- QuickBooks or similar accounting software
- Payroll and benefits administration systems
- CRM systems (Little Green Light preferred)
- Project management software
- Spreadsheet and financial reporting tools
- Document management and file storage systems
- Virtual meeting and webinar platforms
- Software administration and user account management

SCHEDULE & WORK ENVIRONMENT

This is a full-time position that generally follows a Monday–Friday schedule. Occasional evening and weekend work is required.

ArtsAVL offers a flexible work environment that includes a combination of in-office and remote work. Regular in-person meetings, events, and community engagement activities are required.

COMPENSATION & BENEFITS

Salary Range: \$75,000-80,000 annually, depending on qualifications and experience.

Benefits include:

- Health insurance support
- Paid time off and holidays
- Flexible work environment
- Professional development opportunities
- Paid parking (if applicable)
- Laptop computer and necessary accessories to support work responsibilities

Additional benefits are outlined in the [ArtsAVL Employee Handbook](#).

DISCLAIMER

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Responsibilities may change based on organizational needs and strategic priorities.

APPLICATION PROCESS

To apply, please email a cover letter, resume, and three professional references to Katie Cornell at katie@artsavl.org. Please include the position title in the subject line. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER

ArtsAVL is an equal opportunity employer and is committed to creating an inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by applicable law.