



Young
Audiences
Arts for
Learning

Virginia

Finance & Administration Manager Position Announcement

About Young Audiences Arts for Learning Virginia

Our mission is “To inspire and engage students IN and THROUGH the arts.” Young Audiences Arts for Learning Virginia is the leading provider of quality arts-in-education programming in Virginia. We offer an array of arts performances and workshops grounded in the core curriculum, residencies for children of all ages, and professional development in arts-integration techniques that improve students’ literacy skills, motivation to read, and ability to learn.

We are dedicated to bringing innovation and imagination to education through the arts. We believe that creativity and critical thinking are essential aspects of the development of a child and that failing to develop every child’s creative capacity diminishes all of us. When the arts are integrated into the educational lives of our children, their diverse intelligences and learning styles are valued and enhanced and they learn more effectively.

Children need arts for learning. It sparks their imaginations and feeds their minds. It improves their academic performance and encourages them to stay in school. It connects them to their families, their cultures, and their communities.

Position Overview

Our non-profit is in search of a self-directed and experienced Finance and Administration Manager to perform all financial, accounting, compliance, and vendor activities. The ideal candidate for this position will be a strong team player and must be willing to assist all the other staff members with their duties during peak periods. The position reports to the CEO with a dotted line relationship to the COO.

Work Hours

Monday thru Friday; full-time, some weekends and evening work required for meetings, and special events.

Responsibilities Include

- Record all financial transactions in the general ledger
- Prepare all internal financial statements and for the yearly audit
- Create and track organizational and project budgets
- Maintain cashflow by reviewing banking activity and reconcile monthly reports
- Analyze key metrics
- Prepare all required government filings
- Function as primary point of contact for all vendors
- Promote continual process improvements



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Required Qualifications

- Bachelor's Degree in Accounting or Finance preferred, but will consider demonstration of equivalent knowledge and skill
- Minimum experience of 5 years in a similar accounting/finance position
- Proficiency with Microsoft Office applications
- Knowledge of QuickBooks
- Excellent verbal and written communication skills
- Results oriented and process driven
- Flexibility as priorities shift
- Commitment to the organization's success and growth

Compensation and Benefits

Salary with paid time off, health insurance, life insurance, and opportunity to contribute to a 403(b)-retirement plan

How to Apply

Please send an email with attached resume and three professional references to info@yav.org. Resume reviews will begin immediately.