

JOIN THE CAP TEAM



Vice President of Finance

Position: Full Time, Salaried

Location: Jacksonville, FL

Department: Finance & Administration

About CAP

The Cathedral Arts Project is a nationally recognized nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for school aged children in Northeast Florida. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork, and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville, CAP offers a culture of creativity and teamwork right in the heart of downtown Jacksonville.

The arts have the power to inspire, unite and create change. At CAP, we embrace collaboration and strive to grow and diversify our partnerships to provide equitable access to arts education that impacts children for the rest of their lives.

We respect and value all identities and differences. We encourage authentic self-expression and are committed to fostering and maintaining an inclusive, supportive and safe environment for all. We proactively pursue, engage and seek to understand diverse perspectives, because when everyone is empowered, creativity and innovation thrive. We are stronger together.

Position Overview

The Vice President of Finance reports to the President & CEO and bears overall responsibility for financial reporting, accounting and bookkeeping as well as compliance and risk management.

Essential Responsibilities

Management

- Supervise and support the Business Manager.
- Manage finance strategies and activities, as well as banking relationships.
- Remain up to date on nonprofit audit and best practices, as well as state and federal law regarding nonprofit finance.

Finance

- Manage the organization's accounting system, including its chart of accounts and the allocation of all income and expenses, vendors and customers.
- Produce monthly reports and narrative analysis on the organization's financial standing. Provide special reports and financial information as requested and authorized.
- Lead quarterly budget meetings with the Executive Team to ensure expenses stay within budget parameters and that revenue forecasting is on track. Keep staff informed of the organization's finances through regular reports at staff meetings. Provide advance alerts to appropriate staff to keep spending from exceeding budget in any line item unless authorized.
- Work cross-departmentally to ensure restrictions on grant funds are being adhered to and that the full disbursement of funds is utilized during the set grant award period. Ensure requests for budget amendments or adjustments are made in a timely manner to further guarantee full use of funds.
- Engage the Finance Committee of the Board of Directors to develop financial plans and projections.
- Lead the effort to plan, update, monitor and implement the organization's budget, including tracking specific program and grant budgets.
- Assist outside accountants with production of the 990 informational return and the annual audit.
- Make recommendations based on best practices for the Financial Policies and Procedures manual.
- Reconcile bank statements to the accounting system monthly.
- Ensure maintenance of appropriate internal controls and financial procedures.

Contracts, Grants & Partnerships

- Monitor restricted funds with each department as appropriate to ensure appropriate use.
- Oversee budgeting and financial reports pertaining to contracts, funded partnerships, and grant proposals and reports.

- Work with the Development and Program Departments to verify accuracy of financials on all grant applications, contracts, partnership agreements and other funding requests prior to their submission.

Human Resources

- Oversee payroll processing for all CAP office staff, teaching artists and classroom assistants by the Business Manager. Ensure accuracy of payroll records for compensation, deductions and other employee information. Ensure proper maintenance of employee payroll records.

Special Events

- Assist with CAP's annual Spring for the Arts, Golf Tournament, student showcases and other special events that align with CAP's mission.
- Champion CAP culture and model CAP's core values to color outside the lines, sing out loud, maintain your creative spark and inspire every child's creative spirit.

Minimum Requirements

- Commitment to CAP's vision, goals and core values.
- Demonstrated experience leading and coaching staff to achieve goals.
- Bachelor's degree in finance, business or related field.
- Proficient with QuickBooks Desktop software.
- Extensive knowledge of and experience with accounting, budgeting and cost control principles.
- Working knowledge of GAAP accounting principles.
- Strong analytical skills with the ability to translate financial metrics into operational insight.
- Proficient with Microsoft Office Suite (Excel, Outlook, Word, PowerPoint and OneDrive).
- Must pass official Level 2 background screening as outlined by Florida state law.
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Preferred Qualifications

- Nonprofit finance experience.
- Five or more years' experience managing organizational finance.
- Strategic thinker and a proven operating partner that drives impact beyond financials.

- Ability to work on multiple, complex projects simultaneously and under tight deadlines.
 - Focused attention to detail and high standards for quality and accuracy in their work.
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Compensation & Benefits

- Position is a full-time salaried exempt role with a starting salary range of \$95,000 to \$105,000.
 - Position is eligible for annual merit increases of up to 6 percent and an annual bonus of up to 3 percent.
 - Medical, dental and vision insurance available after 30 days, with CAP covering 75% of the costs of individual medical insurance.
 - Opportunity to participate in the organization's 403(b) retirement savings plan.
 - Generous paid time off, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule.
 - Paid parking in a central downtown location.
 - Tenured benefit opportunities including professional development, personal wellness credits, student loan and tuition savings assistance, and paid parental leave.
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To Apply

Submit a cover letter and resumé in confidence to khyatt@capkids.org.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.