



Finance Administrator Job Description

Job Title: Finance Administrator

Reports to: Executive Director

Duties and Responsibilities: The Finance Administrator (FA) serves as a knowledgeable representative for all of the financial reporting and operations of the Lowndes-Valdosta Arts Commission, Inc. (LVAC) dba the Annette Howell Turner Center for the Arts (Center). Daily bookkeeping and accounting functions include AR/AP, journal entries, deposits, account reconciliations, financial reports, maintenance contracts management, and expense allocations that serve the Executive Director (ED), Finance Committee (FC), and LVAC to ensure the overall financial health and integrity of the organization. S/he must be proficient with various payment gateways including PayPal, Stripe, and Venmo. This position also assists the ED in identifying funding opportunities to support program and operating needs, including grants, foundations, and corporate, government and individual sources, as well as the grant application, monitoring, and reporting process. Other duties as assigned.

Qualifications: Bachelor's degree in finance or related field; CPA certification preferred, but not required; and general accounting/finance and grant management experience.

Working Conditions: General office work environment, with 80% of time working on computer. The FA generally works a 35.5-hour work week, Monday – Friday. The FA may assist with occasional after-hours/weekend events hosted by Center.

Physical Requirements: The FA performs physical tasks on occasion. S/he should be able to sit or stand for extended periods of time, have the ability to lift objects weighing up to 25 lbs., and the ability to climb stairs to reach storage rooms. The setup and break down of tables and chairs for Turner Center events occurs on a regular basis, and all employees are expected to help when needed.

Mission: The mission of the Center is to promote and celebrate the arts as the regional center for cultural enrichment, education and entertainment. To learn more about the nonprofit organization, visit www.turnercenter.org.