

Overture Center Foundation Vice President of Finance (CFO)

The VP of Finance performs highly responsible executive and professional work developing and managing the financial affairs of Overture Center for the Arts (OCA) and serves as Chief Financial Officer of the Overture Center Foundation (OCF). This position includes staff supervision and operational oversight of the Finance, Human Resources and Information Technology functions. Work requires considerable professional expertise, independent judgment, and discretion in meeting organizational objectives and in the overall management of Overture Center.

The VP of Finance will:

Serve as a member of the Overture Center executive management team. Coordinate and supervise fiscal and budgetary activities and operations. Coordinate with upper management to provide financial resources for programming, marketing, and development. Collaborate with the executive management team to develop the **Overture Center's strategic plans** and programs; evaluate and advise on their impact, including long range financial results and stability.

Provide strategic direction, supervision and management of the finance and accounting functions. Plan, develop, implement, and monitor fiscal accounting policies, procedures and internal controls. Establish and maintain sound relationships with financial institutions and make recommendations to optimize investments of financial capital. Be responsible for development and maintenance of multi-year financial projection model and annual budget and monthly monitoring of the budget, financial systems, monthly accounting and financial reporting to internal and external stakeholders, annual audits and payroll processing. The position is also responsible for overseeing insurance and risk management. Collaborate with other department heads to develop facilities maintenance plans and associated multi-year capital budget.

Staff the OCF Finance and Audit Committees. Coordinate with the Board Treasurer in preparation and presentation of periodic and special reports and supply information for audits. Oversee preparation of monthly financial statements and reports for the President & CEO and the Board of Directors. Prepare and submit oral and written fiscal reports. Prepare periodic reports for external organizations as required.

Develop guidelines and specifications for vendor service contracts. Assist with solicitation and review of bids and negotiation of service contracts. Review contracts, monitor for compliance, and maintain records of service and payments. Oversee and administer rental and service agreements with tenants, vendors, and others. Calculate and collect rents and commissions due.

Provide strategic direction and supervise the activities and staff of the Human Resources and Information Technology departments. Hire, train, evaluate and retain competent staff. Oversee policies, procedures, and operations, including employee benefits.

Perform related work as assigned and required.

Qualifications and Requirements

Bachelor's degree in Finance or Accounting required. Candidate should have a minimum of eight years directly-related financial, human resources and information technology leadership with a minimum of four years in a management role.

A master's degree in business administration (MBA) or a professional designation such as a CPA or CMA is preferred. Experience with not-for-profit organizations strongly preferred. This professional should possess knowledge of all aspects of generally accepted accounting principles as they may relate to this organization. The candidate must have strong leadership, analytical, strategic planning, collaboration, mentoring, and communications skills, including an ability to work well with the President/CEO, board members and other senior managers. The successful candidate will have a thorough knowledge of financial administration and management principles and practices, with emphasis in the areas of financial analysis, cash management and forecast modeling, accounting, and budget development and control, as well as a thorough knowledge of ticketing, public relations, and community relations principles and practices, and a working knowledge of word processing, data management, and spreadsheet software and their application to fiscal and program management.

Applicants must demonstrate ability to establish and determine fiscal policies and controls; ability to prepare clear and concise reports, policies, procedures, and recommendations; ability to research, evaluate, and analyze problems or situations and determine logical and practical solutions; ability to communicate effectively, both orally and in writing, and to maintain effective working relationships.

Salary will be commensurate with experience. OCF offers an excellent benefit package including health insurance, 401K, and generous paid leave.

Submit a resume and cover letter detailing your interest, qualifications and salary requirements to:

Director of Human Resources
Overture Center for the Arts
201 State St
Madison WI 53703

Or email careers@overturecenter.com

Applications will be accepted until the position is filled.

Overture Center for the Arts is committed to engaging the community in the arts, and dedicated to providing extraordinary experiences for everyone who shares in this remarkable community asset. Every member of the Overture team will maintain the highest standards of quality and customer service in every action, performing in an environment of proactive team effort, outstanding customer service, active brand advancement and passion for mission fulfillment.

OCF is an Equal Opportunity Employer. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.