

## Youth Education in the Arts Vice President for Finance and Administration

Youth Education in the Arts (YEA), a not for profit performing arts organization headquartered in Allentown, Pennsylvania announces it is reopening its search for a Vice President for Finance and Administration. YEA, founded over 72 years ago, (in a different capacity, but the same organization) sponsors performing ensembles, including *The Cadets* and *The Crossmen* drum corps, and a performing arts competition organization, the US Scholastic Marching Band Association through which it supports the development of young people through their participation in the performing arts. YEA has a paid staff of over 16 professionals, an adjunct teaching and admin team of 100 professionals, a volunteer group of over 200 professionals, and an annual operating budget of over four million dollars.

In order to position itself for its next stage of geographic, participation level, and program offering expansion, YEA has created the position of Vice President for Finance and Administration. Initially, this person will be responsible for designing and implementing the processes, procedures, and infrastructure YEA needs to support its next stage of expansion. On going, this person will serve as the Chief Financial Officer and be responsible for all matters related to the financial and administrative management of YEA. Reporting to the Executive Director/President of YEA, this person will work in close partnership with the Executive Director/President, the rest of the senior management team, and the committees of the Board of Directors. This is a hands-on position for an enthusiastic, experienced financial professional with an executive presence and a “can-do, whatever it takes” attitude, who is committed to working collaboratively with a dedicated group of paid and volunteer professionals to achieve the mission of YEA.

### JOB DESCRIPTION:

The Vice President for Finance and Administration is a member of the Senior Management Team which is made up of the Executive Director/President, the Vice President for Development, and eventually, the VP of Programs. Initially, the person will be responsible for designing and implementing the processes, procedures, and infrastructure YEA needs to support its next stage of expansion. Ongoing, the person is responsible for the organization’s overall financial, human resources, facilities, and administrative management and such other responsibilities as may be assigned by the Executive Director/President. Direct reports include the Accountant, the Transportation Manager, and the Facilities Operations Coordinator.

### Responsibilities:

- Working with the existing management team, identify, develop, and implement the processes, procedures and infrastructures needed to support all aspects of the operations of YEA through its next stage of expansion. This would include initial and ongoing training of the people responsible for the execution of the processes and procedures. Ongoing, monitor the efficiency and effectiveness of the processes and procedures and modify them as necessary.

Youth Education in the Arts  
Vice President for Finance and Administration  
Page 2 of 5

Responsibilities: (continued)

- As a member of the Senior Management Team, assist in the strategic planning, policy development, new business planning, executive problem solving, and strategy implementation of YEA.
- Directly supervise, and be involved in as needed, the financial and accounting operations of YEA including, but not limited to: operating budget preparation; capital budget preparation; tax and other governmental information reporting (payroll taxes, sales tax, 501(c)3 information filings, etc.); capital asset record keeping and management (i.e. capital asset inventory, depreciation computation, acquisition and disposal planning, etc.); inventory management and accounting; collections; payroll accounting; cash management; procurement; vendor relations; operation of the accounting system; transaction generation and recording; preparation of adjusting and closing entries; and generation of standard financial statements as well as the preparation of special financial analysis and interpretation as needed.
- Working with the management team, develop annual operating budgets as well as project budgets and provide timely, periodic reporting of period to date actual numbers and projected to end of period comparisons to budget information with variation analysis to the members of the management team and the finance committee of the Board of Directors.
- Develop and provide comprehensive financial reporting packages to meet the needs of the Executive Director/President, the Board of Directors, and outside stakeholders such as lending institutions.
- Serve as the liaison with the outside auditors, lending institutions, outside counsel, and the Finance Committee of the Board of Directors.
- Directly supervise the Accountant, the Transportation Manager (responsible for all aspects of managing the organization's fleet of approximately 20 vehicles including buses, vans, trailers, and box trucks), and the Facilities Operations Coordinator.
- Oversee the operation of the Allentown Office facility including but not limited to office services, telecommunications systems, physical maintenance, etc.

Youth Education in the Arts  
Vice President for Finance and Administration  
Page 3 of 5

Responsibilities: (continued)

- Oversee all insurance matters.
- Support the Vice President of Development in the activities related to the sale of merchandise on line and at events to ensure accurate recording of the sales activities and safekeeping of the inventory and proceeds from the sales.
- Directly supervise, and be involved in as needed, the human resources activities of YEA including but not limited to: recruitment, hiring and termination of employees; employee benefit administration; employment policy development and compliance monitoring; compensation planning; strategic personnel needs planning; maintenance of employee personnel records including time off; compliance with federal and state employment regulations; performance review process; professional development of employees; development and maintenance of the employee handbook.
- Assist in negotiating and/or reviewing all major agreements and contracts that YEA enters into.
- Provide training, development, mentoring, to other members of the organization to further their ability to effectively execute their roles in YEA
- Develop and implement strategies for risk management.
- As needed, participate in direct, onsite support activities at the program functions of YEA such as weekend camps of the performing ensembles, the weekend competitions sponsored by performing arts competition organization, etc.
- Undertake such other duties and special projects as the Executive/Director may assign.

Additional Considerations:

- The person must reside within a 90 minute drive of Allentown, Pennsylvania.
- The position does involve working on some weekends and may involve some overnight travel.

Youth Education in the Arts  
Vice President for Finance and Administration  
Page 4 of 5

**PREFERRED QUALIFICATIONS:**

YEA seeks an experienced financial professional and manager with a broad base of exposure to administrative, human resources, and operational processes and procedures. Bachelor's degree required. A Masters of Business Administration degree holder, a Masters of Arts Administration, a Master's in Non Profit Management degree holder, or CPA is strongly preferred.

The ideal candidate will likely demonstrate:

- Experience in all aspects of financial management, record keeping, and reporting- - from budget preparation, transaction execution and recording, through financial report preparation and analysis and cash management
- Ability to analysis and explain complex financial and operational information in lay terms understandable by a wide range of audiences
- Ability to identify, develop, and implement efficient, effective, and practical administrative, financial, and operational processes and procedures, including asset control systems
- Experience in negotiations
- Experience with accounting systems
- Knowledge of information technology
- Experience with the full range of human resources functions, especially those with respect to effective hiring and developing people
- An ability to think and plan strategically
- Strong written and verbal communications skills
- An ability to work effectively with and earn the respect of a broad range of people from senior executives and retirees to high school students
- An ability to juggle multiple priorities and follow through with implementation
- Ability to develop, mentor, advise a broad range of people to help them be more effective in their responsibilities
- A strong record as a self-starter with high personal standards of integrity, honesty, and professionalism
- An executive presence with a hands on, approachable, style
- Experience working in a not for profit organization as a volunteer
- Passionate commitment to the development of young people as demonstrated by the activities the person has been involved in
- An ability to work effectively in a collaborative, 'do whatever it takes', 'roll up your sleeves' when necessary environment
- A comfort with the uncertainties inherent in a growing not for profit organization

***DRAFT—FOR DISCUSSION PURPOSES ONLY***

Youth Education in the Arts  
Vice President for Finance and Administration  
Page 5 of 5

**SALARY:** Competitive in the industry, commensurate with experience

**BENEFITS:**

Comprehensive benefits package, including vacation, medical, dental, vision, and 403(b) retirement plan

**CONTACT:**

Submit resume and cover letter to: George Hopkins; Executive Director.  
E mail to [hopkins@yea.org](mailto:hopkins@yea.org); or fax to 610-821-1451

Preference will be given to materials received by December 31, 2005

More information about Youth Education in the Arts can be found on its web site at [yea.org](http://yea.org).

*Youth Education in the Arts is an Equal Opportunity/Affirmative Action Employer.*