



## **NEMPAC Finance Manager**

**NEMPAC Mission:** Rooted in Boston's North End, our mission is to enrich lives through accessible, exceptional music education and performing arts programs that embrace our vibrant, inclusive, and diverse communities.

**NEMPAC Vision:** NEMPAC envisions dynamic Boston neighborhoods where music and performing arts fill the city with creativity, spark connections, and inspire us to be our best selves.

**Position: Finance Manager**  
**Reports to: Executive Director**

**Job Description:** NEMPAC seeks an experienced and detailed orientation Finance and Administration Manager who likes to work in a vibrant, fast-paced, creative environment. This role will manage financial business operations, including onboarding and payroll, processing invoices, banking tasks, and providing support to the Bookkeeper. This is a part-time staff position that will report to the Executive Director.

This is an exciting opportunity for an experienced finance professional who is also passionate about applying their skills at a community-based 501c3 non-profit music and performing arts center.

This role is hybrid requiring at least one day in the office per week.

We are looking to fill this position immediately. NEMPAC encourages applications from BIPOC, LGBTQIA+, people with disabilities, and other historically underrepresented communities in arts administration spaces.

### **Responsibilities:**

Payroll:

- Executes bi-weekly payroll for 40-45 staff and faculty employees (*timesheets already integrated with our payroll CRM*)
  - Primary contact for 401K and health benefits provider and oversees/executes bi-weekly regular payroll contributions
- Handles all onboarding and contracting of Employees, Artists, and/or Vendors
  - Vendors include school partners, rental facilities management, and/or community partners.
  - Reviews/edits/maintains annual employee handbook and contracts with Executive Director for compliance, policy updates, and accuracy
- Supports timesheet/paycheck management of NEMPAC and City of Boston Teen Employment SuccessLink Program (summer only)
- Manages all third-party contracts with vendors, facilities, City of Boston, and school partnerships
- Supports other finance and business operating tasks as needed, including staff or faculty recruitment, job postings, etc.
- Participates in monthly staff meetings with all NEMPAC staff and regularly meets weekly with the executive director.

**Bookkeeping:**

- Executes weekly checks, reimbursements, bills, and invoices (*approximately 20-25 transactions per month*)
- Handles weekly bank deposits (mostly remote), scans, and filing of checks
- Creates donor pledge receivables in QuickBooks working with development manager to confirm receipts
- Sends all purchase orders and receipts to third-party bookkeeper, works with NEMPAC staff to collect receipt/expense/purchase order forms
- Oversees restricted revenue/grant revenue - working with the administrative team on program-specific restricted funds and spending
- Manages and oversees the Community Music School CRM set-up of income and expense accounts to ensure proper bookkeeping practice and tracking, and handles aged A/R
- Completes annual and/or quarterly insurance, census, or business audits
- Facilitates annual audit process, working with CPA and Bookkeeper
- Provide financial reporting for grant applications and/or state funding contracts and reporting as needed

**Qualifications:**

- At least 3-4 years of professional finance, banking, or business operations/payroll experience
- Familiarity with payroll software, Complete Payroll Solutions/iSolved or alike CRM service
- Must have experience with non-profit business accounting and bookkeeping
- Strong attention to detail
- Must have excellent organization skills
- Tech-savvy with experience seeking and overseeing software solutions for the organization
- Basic understanding and familiarity with payroll and state/federal requirements
- Personal qualities: a positive attitude, ambition, a creative problem solver, willingness to learn, and passionate about making a difference

**Compensation:** This position is up to 20 hours per week paid hourly between a range of \$28-\$35/hour, commensurate with experience. Benefits include PTO, vacation time, sick time, a 401K matching plan, discounted program enrollment at NEMPAC, and access to NEMPAC facility space.

**To apply:** Please send resume and cover letter to Sherri Snow, Executive Director at [ssnow@nempacboston.org](mailto:ssnow@nempacboston.org). Please include "Finance and Admin Candidate" in the subject of email.

**Diversity Statement:** NEMPAC believes we are all musicians and performers. We are committed to diversity and inclusion. We aspire to build a diverse staff team and community. We embrace people of all backgrounds and invite them to join us.

**Anti-Discrimination Policy:** NEMPAC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, genetic information, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or operations. These programs and operations include, but are not limited to, hiring and termination of employees and contracted staff, selection of volunteers, faculty, artists, and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board leadership, students, neighbors, volunteers, contractors, vendors, and friends.