

Director of Finance

The Director of Finance and Accounting has primary responsibility for the day-to-day management of the Birmingham Bloomfield Art Center's financial processes, information and reporting. This position maintains the organization's financial records and develops and generates financial reports required by colleagues and as directed by the President & CEO for management purposes, the Board of Directors , and outside accountants for audit purposes. The Director will work with other operations team members to segment day-to-day bookkeeping duties. In addition, the Director ensures the smooth running of administrative program operations, including purchasing and management/execution of the reimbursements processes for both staff and contract workers. This includes collaborating with the President & CEO and members of the senior executive management team to develop overall organizational strategy and provide documents for proposals to secure funding from philanthropic individuals and organizations to finance various aspects of the art center's operations.

Email resume to AnnieVanGelderen@BBArtCenter.org. No phone calls or walk-ins.

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