



Finance Operations Analyst

Now in its 47th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unique performance opportunities for established artists. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2023 Season will take place from May 26 through June 11. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

The Finance Operations Analyst is part of small finance team that is responsible for the Festival's financial accounting, budgeting, payroll, and treasury functions in support of an organization with an approximate \$9-10 million operating budget, three facilities, a permanent staff structure of 26 full-time employees, and over 300 seasonal employees.

The Finance Operations Analyst reports directly to the Chief Financial Officer and works closely with other Festival staff to process financial transactions, improve business processes, monitor revenue and expenses, and ensure financial statements and management reporting are accurate and timely. The Finance Operations Analyst may supervise apprentices, interns or supplemental seasonal accounting staff

The Festival currently uses Financial Edge (FE NXT) fund accounting software, the Paylocity payroll system, and Tessitura fundraising, ticketing, and customer relationship management software.

Position Type: Full-time, exempt, and benefit eligible

Hours: 40 hours per week; some evenings and weekends to meet operational needs

Location: Charleston, SC (onsite)

Department: Finance

Reports to: Chief Financial Officer

Core Responsibilities

- Enter, manage, track, and/or approve in FE NXT accounting system accounts payable and expense transactions including corporate credit card transactions, invoices, vendor contracts, artist and creative (independent contractor) contracts
- Process bi-weekly and weekly payroll including onboarding/off-boarding, and recording staff benefit changes
- Enter, manage, track, and/or approve in FE NXT journals:
 - Daily revenue receipts from Tessitura CRM (ticket sales, contributed, and other earned income)
 - Weekly and Bi-weekly payroll batches
 - Other periodic journal entries
- Manage weekly vendor payment run including checks, EFTs, wires and foreign currency payments
- Daily review of bank portal activity including incoming transactions and notifications
- Prepare and analyze financial reports
- Monitor budgets and work with cost center managers to resolve issues
- Manage and monitor the organizations purchasing card program
- Prepare monthly and year-end journal entries and allocations
- Prepare monthly reconciliations for bank and credit card accounts
- Prepare end of month close including investment reconciliations, fixed asset and depreciation adjustments, and other balance sheet detail
- Assist non-accounting users with expense management reporting and coding
- Develop and implement organizational financial policy and best practices
- In conjunction with other Finance Office staff, assist with insurance audits and the preparation of workpapers for annual independent audit
- Review and process annual issuance of 1099s, 1042s, and W-2s

General Requirements

- 1-3 years of experience in accounting, financial analysis, accounts payable or payroll:
- Bachelor's or Associate's degree in Accounting, Finance or related field
- Advanced knowledge of Microsoft Excel
- Proficiency in Microsoft Office, including Teams as communications platform
- Experience with Financial Edge FE NXT and/or Paylocity is a plus
- Excellent verbal and written communication skills
- Experience in the fields of performing arts and not-for-profit organizations is considered an asset
- Experience in a high-volume seasonal personnel environment is considered an asset
- Ability to work both independently and collaboratively
- Some limited seasonal weekend or evening work may be required
- A great customer service attitude
- Ability to pass and maintain a clear background check

Compensation

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$45,000-\$60,000. The salary offered will be commensurate with the selected candidate's experience and qualifications. Benefits include health, dental, vision, life insurance, short and long-term disability, vacation and sick leave, paid holidays, and a matching 401(k) plan.

To apply: Please send a ¹resume and ²cover letter to finance@spoletousa.org.

Spoletto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoletto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.