

ACCOUNTING & ADMINISTRATION MANAGER

Full time
New York, NY

Our Foundation

The Pierre and Tana Matisse Foundation was founded in 1995 by Maria-Gaetana (Tana) von Spreti Matisse, wife of the late art dealer and collector, Pierre Matisse. In accordance with the founder's belief in the importance of the arts in each person's life, the Foundation makes grants to organizations providing arts education to public, charter, and parochial schools in New York City. The Foundation awards three types of grants all designed to emphasize accessibility to art practices and arts institutions to promote identity, creativity, and cultural literacy. On average, the Foundation grants around 100 grants annually. In 2022, the Foundation distributed more than \$6 million in donations and grants.

The Pierre and Tana Matisse Foundation is a small, collegial environment consisting of a dedicated team of three full-time and one part-time staff members, with the addition of consultants and interns as needed. This office setting is well suited to a communicative, initiative-taking individual with a talent for teambuilding and a solid interest in the arts.

About the Role

The Accounting and Administration Manager will be a key member of the Management Team. You will manage the day-to-day operations of the Foundation including Accounting, Information Technology, Facilities, and Human Resources supplying guidance and technical support on these matters. You will take the lead in developing and maintaining robust operational policies and procedures, SOPs, and contingency plans. This position reports to the CEO.

RESPONSIBILITIES

The Manager will provide leadership, strategic guidance, and supervision across all financial and administrative activities, including but not limited to assessment and redesign of the system that govern the Foundations' grantmaking and operations while managing documenting and maintaining the processes and SOP of the Foundation.

Accounting

- Oversee and implement general ledger functions, including payroll, 401k payments, accounts payable, vendor files, accounting data management systems, and general accounting processes Evaluate, redesign and/or create and manage all digital and paper file storage systems and policies ensuring they are accessible, efficient, functional, and well-organized for the team
- Manage the Foundations' bank reconciliation, cash flow, and financial forecasts
- Receive and verify invoices requisitions for goods and services
- Prepare and present reports at Board meetings
- In-house lead for all annual financial audit and annual tax filing processes, and serve as point person with the Foundations outside accounting and finance firm
- Manage and administer organizational insurance requirements, including liability and D&O
- Manage the annual budgeting process with the CEO
- Ensure the Foundations' policies and practices, including those related to grantmaking, follow IRS, relevant laws, regulations, and best practices for 501(c)(3) charitable and grantmaking organizations
- Partner with the CEO on board strategy and development, including follow up from all Board and Committee meetings

Operations

- Partner with the CEO to design project plans that operationalize the Foundation's vision, and determine annual institutional goals
- Evaluate, redesign and/or create and manage all digital and paper file storage systems and policies ensuring they are accessible, efficient, functional, and well-organized for the team
- Evaluate, redesign and/or create internal systems and processes for grantmaking operations
- Oversee remote and in-person office functions and space, including information technology and COVID policy
- Monitor foundation's relationship with vendors, such as IT, health care benefit brokers, payroll vendors, and 401k providers
- Process per diem and reimbursement requests from employees and consultants
- Perform other related duties as assigned or requested

Information Technology/Facilities

- Plan, initiate, and manage information technology IT projects
- Lead and guide the work of technical consultants
- Oversee maintenance of physical facilities
- Maintain supply inventory
- Set/up establish workspace for new employees/consultants

Human Resources

- Negotiate, prepare, and administer all contracts, agreements, and related documents for vendors, consultants, contractors, and interns

- Manage and implement human resources functions for the Foundation's staff
- Ensure compliance with applicable federal, state, and local employment laws
- Track staff vacation and sick according to policy and records keeping in payroll system
- Track all benefit plans
- Maintain Employee Handbook
- Conduct onboarding and offboarding activities for all employees and consultants
- Manage benefits administration and renewal of insurance policies
- Establish and maintain Performance Management Process
- Manage a variety of special projects with the CEO

Qualifications

- Bachelor's degree in accounting/Finance, Public Administration, or a related discipline
- Seven (+) years of demonstrated progressive experience in leading accounting, operations, IT, and HR in a non-profit environment
- Demonstrated leadership skills
- Excellent time management and organizational skills.
- Professional discretion, maturity and demonstrated ability to maintain confidentiality and adhere to the highest levels of ethics
- Experience with grants management software HRIS, ADP, Microsoft Office 365 systems

Return TO OFFICE

Matisse has implemented a hybrid work model, which requires staff to be in the office 3 days each week and allows for 2 days of remote work per week. All staff are required to show proof of COVID vaccination

Benefits

- Hybrid workplace and flexible work arrangement policies
- Medical and dental benefits for employee and immediate family 100% paid
- Retirement savings account with matching company contributions of up to 10%
- 15 days paid vacation in 1st year of work
- 11 paid holidays
- Office closed the week between Christmas and New Year's Day
- Professional development initiatives for growth
- Opportunity to work with a committed team at a mission-driven foundation that amplifies and celebrates accessibility to art practices and arts institutions
- Work/life balance

Please use this link to apply to the Foundation:

<https://ilm-hr-consulting.breezy.hr/p/59d28e187363-accounting-administration-manager/apply>

Equal employment opportunity is a fundamental principle at The Matisse Foundation, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectational preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.