



**Director of Finance & Administration
(Full Time, Hybrid)**

“This program is like the euphoric feeling I get when I listen to Mitski. It has taught me that I’m important, my voice is important, and that I shouldn’t be afraid to share it with the world.” – *Katherine, teen film and radio producer at ZUMIX.*

About Us:

At ZUMIX, we believe in the power of young people. We believe that young people are capable and self-determinant. Young people drive our work, voice their perspectives, and hold power. We are a youth-run radio station, a recording studio and a performance space. We are a place where youth are leaders, artists, and musicians. We empower young people to build successful futures for themselves - transforming lives and community through music, technology, and creative employment.

From our LEED-certified headquarters in East Boston and throughout the city, ZUMIX offers over 40 programs annually for young people ages 7-18, including private and group music lessons. Each year, over 1000 young people participate in programs through in school partnerships, out of school and summer programs.

Our work has an impact locally and across the country. We are proud to partner with local neighbors like Eastie Farm and seven East Boston schools, across the region with the Revere Public Schools and Berklee College of Music, and to receive national recognition from First Lady Michelle Obama, as a recipient of the [National Arts and Humanities Youth Program Award](#). Our students have performed for community events and alongside Sting and Pink Floyd’s Roger Waters.

Since our founding, we have successfully positioned ZUMIX for consistent growth and financial sustainability. Fundraising and contributed revenue accounts for over 80% of our annual revenue. Our 27-member team includes creative and passionate artists and teachers who hold each other accountable to our mission, vision, core values, and high standards of excellence.

ZUMIX is proud to be located in East Boston, a diverse neighborhood home to newly arrived immigrants from Central and South America as well as Southeast Asia and Northern Africa. Over 50% of East Boston’s population is of Hispanic origin and half of the households are Spanish speaking.

For more information on our work, please visit www.zumix.org.

The Position: Director of Finance & Administration

The Director of Finance & Administration at ZUMIX is responsible for the areas of financial management, human resources, facilities and technology oversight. The DF&A works closely with the Executive Director, Management Team, Finance Committee, Program and Development Teams to provide the financial, administrative, institutional, and employee support systems to ensure continued stability and strength of the organization. The DF&A is an integral part of ZUMIX’s management team, helping to maintain a strong organizational culture, create policy and support strategic and org-wide vision and decisions.

Reports to: Co-Founder & Executive Director.

Key Responsibilities:

Financial Management

- Responsible for all ZUMIX accounting activity, including bookkeeping, financial forecasting, strategizing and reporting, collaborating with an external CPA when needed
- Oversee and reconcile monthly all bank, investment, and credit card accounts; manage the ongoing A/P process through Bill.com, and A/R processes in Quickbooks Online
- Lead a collaborative annual budget development process with the staff and finance committee for overall operation and specific programs with full board approval before April 1st
- Execute a clean and timely filing of the annual audit and tax filings; support timely filing of Good Governance Checklist for the City of Boston
- Work with Executive Director and Treasurer to direct and co-lead bi-monthly Board Finance Committee meetings and sub-committee meetings to support the financial health and oversight of the organization
- In collaboration with the Vice President of Advancement, ensure accurate reconciliation of Quickbooks transactions with Bloomerang fundraising database; track individual fundraising campaign revenues and expenses
- Prepare and review financial reports, budgets, annual templates, etc. as requested for the development team
- Host quarterly budget meetings for managers to review budget to actuals across every program/department
- Report and track multiple financial goals for the board of directors and Quarterly leadership meetings
- Maintain Accounting systems and processes in accordance with GAAP (both paper and electronic)

Administration and Human Resources

- Support the life-cycle of an employee from hiring, payroll, annual performance reviews, terminations, and ongoing manager coaching as requested
- Schedule and process bi-weekly and monthly payrolls via Justworks, reconciling to Quickbooks
- Basic tracking of supply inventory and purchasing for programs and facility
- Responsible for oversight of business vendors and insurance brokers (i.e. health & dental insurance, workers compensation, liability insurance, etc.)
- Run and maintain CORI filings for all staff and volunteers
- Track and submit monthly 403b contribution records and regular 1% staff salary match
- Produce 1099s at year end for non-payroll staff
- Work to improve and streamline business systems and maintain compliance

Facility & Tech Management

- Oversee building maintenance, cleaning, insurance, & inspections for a 14 year old LEED certified building with solar panels
- Maintain adequate staff working spaces with physical desk spaces, phones, and necessary technology (in partnership with outsourced IT vendor)
- Ensure proactive facility up-keep according to 30-year schedule; Hire & liaise with multiple outside contractors

Organizational Strategy and Risk Management

- Serve an active member of the management team, bringing a financial and strategic lens to decision-making and new initiatives
- Manage and lead projects as requested and in benefit to the sustainability of ZUMIX
- Serve as a support person for ZUMIX staff on grants and programs as needed

- In collaboration with the management team, annually review salary bands to stay competitive with the nonprofit compensation landscape

Qualifications:

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 5+ years of professional work experience in nonprofit administration with at least 3 years of bookkeeping or nonprofit finance and administration experience
- Expertise in nonprofit accounting principles, systems, and analytical skills
- Proficiency in computer applications similar to QuickBooks Online, Google Suite, Microsoft Office/Excel/PowerPoint, Justworks or other Online Payroll/HR Systems
- Ability to manage multiple tasks concurrently and with frequent interruptions
- Experience working within and for diverse communities
- Excellent organizational skills and creative problem solving
- Belief in our mission with a strong appreciation for community based youth development work, and interest in popular music
- Good judgment, and a sense of humor are a must
- Spanish language skills a plus

Work Location and Hours:

This position works onsite 4 days/week and one day remote. ZUMIX is based in East Boston, MA in a former city owned firehouse, which was transformed into a Gold LEED Certified arts education, performance and office space. Our administrative team is typically in the office M-F, 10am-6pm, and our program staff hours are between 12pm-8pm. There are times outside of standard work hours where participation and leadership is expected, e.g. early appointments with vendors, attending our events during evenings or weekends. Our work space is vibrant; buzzing with energy, music, youth program participants and Gigi, the friendly office dog. While musical expertise is not required, knowledge of music and love of joyful noise is important.

The firehouse is conveniently accessible via the MBTA Blue Line and bus lines; street parking is available.

Compensation, Benefits and Culture:

This is a full-time position with generous paid time off including an annual closure from December 25th until January 2nd, annual professional development funds, retirement planning and contribution of 1% of salary match. ZUMIX pays premiums for short-term, long-term, and life insurance, with access to many other benefits on the Justworks platform. Annual salary is commensurate with lived and professional experience; the role is budgeted to land between \$80,000-\$100,000.

How to Apply:

Interested candidates are encouraged to promptly email their cover letter and resume to apply@zumix.org. Please write “[YOUR NAME] - Director of Finance & Administration” in the subject line. All applicants that will move forward in the process will receive a response to their application within two weeks of submission.

We plan to have phone/video interviews in June with select candidates. A few finalists will have an onsite interview day with representatives of ZUMIX's staff, board, and Teen Council, followed by a holistic reference check process. The expected start date is July 2024.

When working at ZUMIX, you can expect:

- *An inclusive workplace* that reflects the community we serve and where everyone's voice is heard and valued. All perspectives are welcomed and appreciated.
- *A great place* to learn and grow. We provide our staff with professional development funds and internal professional development opportunities.
- *A healthy work-life balance*. We offer our staff generous paid time off and flexible schedules, and we close our office from December 24 through New Year's Day each year to allow everyone time to recharge.
- *Creative encouragement*. We are always willing to explore new processes, ways of thinking, and different approaches to problem-solving. Collaboration is encouraged and celebrated. We also provide low-cost studio time and free rehearsal space.
- *An empathetic workplace* where opinions and feelings are valued and acknowledged through open communication and support in difficult situations.

ZUMIX does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, along with our participants, their families, our volunteers, subcontractors, and vendors.