



📍 2129 S STREET NW
WASHINGTON, DC 20008
☎ 202.234.3030
🌐 WWW.WASHINGTONSTUDIOSCHOOL.ORG
✉ ADMIN@WASHINGTONSTUDIOSCHOOL.ORG

Washington Studio School

GALLERY HOURS:

MONDAY - FRIDAY
10:00 AM - 5:00 PM
AND BY APPOINTMENT

WSS LEADERSHIP

Reem Bassous
Executive Artistic Director

BOARD OF DIRECTORS

Albert Dupont
President

Julie Egermayer
Vice President

Melissa Wyers
Treasurer

Peggy Greene
Secretary

Alex Knox

Alvaro Peralta

BOARD OF ADVISORS

Jo Weiss
Chair

Eric Denker
National Gallery of Art (Retired)

Catherine Kehoe

Mark Letihauser
National Gallery of Art (Retired)

Cory Oberndorfer

Jack Rasmussen
*Katzen Arts Center at the
American University Museum*

Jennifer Samet

Title: Finance Manager

Job Schedule: Full time

Location: Washington, DC

Position Summary:

The Finance Manager (FM) oversees the financial health and stability of the Washington Studio School. The FM manages the day-to-day financial operations, ensures compliance with DC and federal regulations, supports budget development and analysis, leads the annual audit and prepares financial reports for the Executive Artistic Director and the Board of Directors. They collaborate with school staff, faculty, contractors, and other stakeholders to manage smooth financial operations.

Duties and Responsibilities

- Manages accounts payable, accounts receivable, bank reconciliations and general ledger maintenance. Ensures each month is closed in a timely manner.
- Manages bi-weekly staff payroll with HR partner, Insperity and monthly contractor payments.
- Provides monthly, quarterly and annual financial statements, including balance sheets, income statements, cash flow statements and other custom reports required by the Executive Artistic Director or the Board Treasurer.
- Prepares financial reports for Foundations and other funders as required. Assists Development team with preparation of budgets for grant applications and other funders as required.
- Assists in preparation of annual organizational budget and financial forecasts and analysis as needed.



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- Works with external accounting firm to prepare annual 990 report for the IRS.
- Prepares and files reports and other documents required by DC to ensure continued nonprofit status and compliance with DC nonprofit business laws.
- Ensures compliance with nonprofit accounting standards, federal and DC regulations and supports annual audit process.
- Monitors cash flow and reserve account to ensure adequate funds are available always for operations.
- Works continuously to make finance and accounting processes more efficient and in full compliance with recognized accounting standards.
- Works closely with staff, faculty, Executive Artistic Director, and Board of Directors to align financial planning with organizational goals.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions.¹

Qualifications

- Bachelor's degree with preference in finance, accounting, or a related field.
- 3-5 years of experience in nonprofit financial management.
- Strong understanding of nonprofit accounting standards and regulations.

¹ The Washington Studio School reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the School, its students, and the communities it serves.



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- Excellent analytical, communication, and interpersonal skills.
- Proficiency in QuickBooks and other financial software,
- Experience with audit preparation and compliance is desired.
- Good interpersonal and communication skills.
- Ability to prioritize, multitask and meet, multiple competing deadlines.

Compensation and Benefits

- The estimated base salary range for this position is \$60,000 to \$80,000 at the time of posting.
- The actual salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.
- The School additionally offers a range of benefits and programs to meet employee needs, based on eligibility. These benefits include health care coverage, as well as dental and vision care coverage. Additional details about compensation and benefits will be made available during the hiring process.
- This position is on-site at the School in the DuPont Circle area of Washington, DC.

How to apply: To apply to this position please send a cover letter stating your interest and resume to Melissa Wyer by email to treasurer@washingtonstudioschool.org

The Washington Studio School is an equal opportunity employer and is committed to maintaining a collegial work environment in which all individuals are treated with respect and dignity. Washington Studio School prohibits discrimination or harassment based upon race, color, religion, gender, age, national origin, citizenship status, disability, marital or partnership status, sexual orientation, protected veteran's status, or any other legally protected status.