



BCAT seeks Director of Finance and Facilities

Buffalo Center for Arts and Technology (BCAT) is seeking a Director of Finance and Facilities. This is an integral part of the BCAT Senior Leadership Team and is a strategic and operational leader responsible for overseeing the financial health and facility management of the organization. The Director excels in both strategic and tactical areas possessing strong organizational, time-management, and multitasking skills. Must be able to transition seamlessly between high-level decision-making and executing day-to-day tasks. Wears multiple hats.

Reporting directly to the CEO, the Director of Finance and Facilities collaborates with senior leadership, board members, and external partners to drive financial strategy and optimize facility operations.

Salary: \$80,000 - \$90,000

Essential responsibilities:

- **LEADERSHIP**
 - As a member of the Leadership Team, develops long-range strategic planning for BCAT's financial stability, including budgeting, forecasting, monitoring and reporting; identifies opportunities for increasing revenue and reducing expenses
 - Adopts "best in class" practices for finance and grant management, models the approach, and establishes consistent interactions and applications across the organization

- **FINANCE**
 - Directs all financial and managerial accounting functions. Identifies opportunities for increasing revenue and reducing expenses. Champions and ensures financial integrity
 - Maintains accurate financial records and ensures compliance with accounting standards
 - Leads annual organization-wide operating budget preparation with CEO and each department
 - Works collaboratively with Development Director to monitor capital budget
 - Oversees the preparation of monthly financial reports and analyses and coordinates with Directors to develop and manage project budgets, including allocating costs across the various grants
 - Reviews financial transactions to ensure accuracy and proper coding
 - Develops and monitors internal control policies and procedures, ensures compliance with all federal and state financial reporting requirements, ensures compliance with contract guidelines
 - Administers payroll and BCAT's 401k plan
 - Oversees all audit preparation processes working with external audit firm and ensures that all tax filings are accurate and timely
 - Works collaboratively with CEO, Development and Program Director to create budgets for grant applications. Maintains accurate records of submissions, reporting dates, and modifications
 - Monitors grant spending against budgets and ensures compliance with grant terms and conditions
 - Prepares and submits timely financial reports to funders and stays updated on grant regulations and compliance requirements

- **FACILITIES MANAGEMENT**
 - Manage the day-to-day operations of facilities, including maintenance, repairs, and upgrades.
 - Develop and implement policies for facility use and safety.
 - Collaborate with the CEO and Senior Leadership to assess current and future facility needs to align with organizational growth
 - Oversee space utilization, renovations, and capital improvement projects
 - Vendor and Contract Management; negotiate and manage contracts with vendors, service providers, and landlords.
 - Ensure cost-effective procurement of supplies, equipment, and services
 - Maintain compliance with building codes, health and safety regulations, and insurance requirements.
 - Develop and implement emergency preparedness plans

The right candidate will have:

- A commitment to BCAT's overall mission and working in a diverse workplace
- Collaborative, professional, collegial work style; an effective team member and when dealing with the public
- Post-secondary education in Accounting, Business, or Finance from a recognized institution
- Bachelor's Degree in Business, Accounting or related field. **CPA preferred**
- Minimum 5 years' experience in finance, including budget development in not-for profit arena
- Strong understanding of accounting principles and financial management
- Experience in grant management, knowledge of contract management.
- Knowledge of tax and other compliance implications of non-profit status.
- Excellent communication and interpersonal skills to collaborate with diverse stakeholders
- Manages multiple projects and responds to emerging priorities
- Drives organizational growth and meets deadlines
- Navigates, secures and nurtures community partnerships and relationships
- Strategic planning, project management mindset
- Excellent analytical and problem-solving skills
- Detail-oriented with strong organizational abilities
- Must have extensive experience with Quickbooks
- Proficient in Microsoft office, Google workspace and data management/CRM (Salesforce experience a plus)

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia\[@\]bufcat.org](mailto:cpuccia[@]bufcat.org). Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.