



Anticipated Opening
New Orleans Center for Creative Arts
Chief Financial Officer Position

Division or Department: Administration
Position or Type: Full Time, 40 hours a week
Reports to: President / CEO
Salary: Commensurate with experience
Anticipated Start Date: July 10, 2023

General Description:

Responsible for all financial management aspects of the agency. Provide leadership and coordination in the administrative, operating, budgeting, financial planning and accounting efforts of the agency.

Commitment to diversity, equity, and inclusion and a demonstrated ability to work with a diverse body of students and colleagues.

Job Duties

- Supporting the CEO in developing the annual operating budget.
- Prepare reports for various legislative committees and testify at hearings.
- Coordinates the implementation of the annual operating budget.
- Advises management in financial areas.
- Provides periodic financial updates to the NOCCA Board of Directors.
- Participates as an active member of the Administrative Leadership Team.
- Maintains an orderly accounting filing system.
- Supervises the purchasing process ensuring that all purchases are made in accordance with State of Louisiana purchasing laws and regulations.
- Supervises the accounts payable function including approval of all payments.
- Supervises the accounting functions ensuring compliance with all applicable laws and regulations.
- Supervises the payroll functions ensuring all employees are paid properly, timely, and in accordance with state and federal guidelines.
- Work with the Director of Human Resources to ensure employee master records are properly maintained and reviewed for accuracy.
- Manages all agency grants ensuring compliance with all federal, state, and grant specific award and budget terms.
- Acts as the agency travel coordinator.
- Maintains liaisons with appropriate state offices.
- Acts as the strategic planner for the agency.

- Provides orientation, training and evaluation of fiscal staff.
- Develops and maintains all fiscal policies and procedures
- Coordinates all agency financial audits.
- Provides internal audit functions for the agency, as needed.
- Supervises the Operations Manager ensuring all aspects of facility operations are maintained.
- Performs other relevant responsibilities as requested.

Qualifications

- Background in education finance or other state government financial operations
- Excellent communication skills (oral and written)
- Detail oriented with excellent interpersonal skills
- Proficient in Google suite, accounting software, and all Microsoft Office programs.
- Highly organized and meticulous about records, documentation, and accuracy

Minimum Requirements:

- Bachelor's degree in accounting, finance or related field
- Minimum 8 - 10 years of job related experience
- Experience managing a team

This is a position that includes all benefits afforded to Louisiana State employees including a choice of one of five Medical benefit plans with options of additional supplemental insurance plans. Employees receive ample time off surrounding holidays and extended weekends when the school is closed for instruction. This position also qualifies for participation in the Louisiana State Teachers' Retirement plan.

NOCCA is committed to an equitable and inclusive program and a diverse faculty, staff, and student body. Candidates from diverse backgrounds are therefore especially encouraged to apply.

Please submit letters of interest with resumé and contact information for three references.

Position will remain open until position is filled.

Please use this [link](#) to apply or mail your submission to:

NOCCA CFO
ATTN: Human Resources Department
2800 Chartres Street
New Orleans, LA 70117

NOCCA Vision

We believe in the transformative power of the arts. We aspire to create an educational community that nurtures and challenges young people to become more curious, kind, empathetic, engaged, and willing to grapple with complex problems in order to create a just, sustainable, and joyful world.

NOCCA Mission

NOCCA's mission is to provide a world-class, pre-professional arts education for every young person in Louisiana with the curiosity, creativity, talent and motivation to pursue a life in the arts as they realize the best possible versions of themselves and their futures.

NOCCA Equity Definition:

- *Equity is fairness in action for all:*
- *Equity is valuing diversity and fairness through actions, systems, and policies. Equity is more than intention. It seeks to undo systemic injustices.*
- *Equity means that everyone is offered what they individually need in order to succeed. Equity does not mean everyone receives the same things in the same way.*
- *Equity within NOCCA means that each member of the community feels safe, supported, and respected.*