**ARTSFAIRFAX**

**JOB DESCRIPTION**

*As of January 10, 2023*

**POSITION**

**Title:** Administrative Officer

**Hours:** Full-time regular position

(option for 30 hours per week).

**Position Start Date:** February 2023

**Reports To:** President & CEO

**Location:** Work will be remote and in-person at ArtsFairfax.Post pandemic we have opened the office and staff are working from both home and office as needed. ArtsFairfax is located at 2667 Prosperity Avenue, Fairfax Virginia 22031, 3 blocks from the Dunn Loring/Merrifield metro stop on the Orange Line. Free staff parking available.

**ARTSFAIRFAX**

ArtsFairfax is a nonprofit local arts agency that provides grants, information services, and capacity building and educational programs to the County’s arts community. ArtsFairfax promotes the arts to the general public, collaborates with other civic organizations to make the arts more accessible to the public, and advocates for the support of the arts. ArtsFairfax plays a leadership role in the support and growth of the arts in Fairfax County.

**POSITION DESCRIPTION**

The Administrative Officer will supervise administrative aspects of ArtsFairfax’s $1.9M operations. Business operations include day-to-day financial management and preparation for board reporting and audits (a contracted accounting firm produces reports), human resource management for a 9-person staff (payroll company contracted), insurance contracts, liaison with County facility managers, other business contracts, and general administrative activities. The position is subject to all employee policies and benefits as outlined in our Employee Policies Handbook.

**COMPENSATION:**

**Salary:** $60,000/annual full-time (part-time will be prorated)

**Benefits:** 100% major medical health benefits for employee, with the option to add family coverage at employee expense. Employees receive paid vacation, sick, holidays, jury duty, bereavement, and personal days. We offer a retirement program for non-matched employee contribution.

**SPECIFIC DUTIES**

* **Financial Management**

Oversee financial activities to include:

* + Manage and work with outsourced service contracts for accounting, audit, and HR services.
  + Oversee daily financial record keeping.
  + Manage bank accounts.
  + Prepare for and review monthly financial reports with accountants, CEO, Treasurer, and Board Finance Committee.
  + Ensure organizational adherence to financial policies.
  + Serve as staff liaison and support to the Board Finance Committee
* **Human Resources Management**
  + Oversee and work with outsource payroll service.
  + Ensure timely submission of staff timesheets, authorize leave and benefits (report to CEO), and answer payroll questions.
  + Maintain Health Insurance contracts and broker communications.
  + Maintain personnel records. Process new hire paperwork and provide HR information packets to staff and new hires.
  + Update Employee Policies Handbook as needed (periodic review).
* **General & Administrative & Operations Management**
  + Maintain General Liability, D&O, and other Insurance policies as needed.
  + Serve as staff liaison to County for lease and maintenance management.
  + Maintain well-organized administrative files.
  + Maintain telephone & mail services.
  + Maintain office equipment contracts, inventories, and supplies.
  + Oversee cleaning and other building service contracts as needed.
  + Maintain annual government organizational filings.
  + Work with IT contractors to provide adequate technology support and security.
  + Maintain an up-to-date emergency plan.
* **Provide support to President & CEO** 
  + Set-up monthly full staff meetings and maintain meeting minutes.
  + Provide minor technical and communications support to the President & CEO.

**EXPERIENCE & SKILLS REQUIRED**

The candidate should have:

* A minimum of 3 years administrative management experience and 5 years financial experience preferred.
* Excellent organizational skills in order to: initiate and complete tasks and projects without close supervision; provide accurate and timely recordkeeping and reporting; and manage task scheduling and information flow in a timely and accurate manner.
* Excellent verbal and written communication skills to work diplomatically and productively with Board, staff, interns, vendors, and other constituents.
* Experience with Microsoft Office Suite, Slack, Adobe, Zoom, QuickBooks, websites, CRMs, and security software.

Submit cover letter, resume and reference list to [HR@artsfairfax.org](mailto:HR@artsfairfax.org) ArtsFairfax is an equal opportunity employer. No calls please.