



JOB DESCRIPTION

POSITION Director of Finance & Administration
ORGANIZATION Lubbock Entertainment and Performing Arts Association (LEPAA)
DEPARTMENT Finance/Administrative
REPORTS TO CEO
POSITION TYPE Full Time/Exempt
LOCATION Office

Position Summary

The Director of Finance and Administration is a key leadership position responsible for overseeing the financial health, administrative processes, and operational efficiency of the Lubbock Entertainment and Performing Arts Association (LEPAA). This role plays a crucial part in strategic planning, financial management, and overall organizational sustainability.

Essential Duties and Responsibilities

FINANCIAL MANAGEMENT/ACCOUNTING & REPORTING

- Prepare and manage the annual budget in collaboration with staff, CEO and Finance Committee. Support with the financial planning and reporting needs relating to grants, contracts, negotiations, and events.
- Prepare bank deposits, post cash receipts, process accounts payable/receivable, reconcile credit card transactions, journal entries, and the general ledger.
- Prepare monthly P&L, balance sheet, cash flow, and all supplemental schedules.
- Monitor and analyze financial performance, providing regular reports to the executive team and the Board of Directors.
- Work with the audit firm and finance team at BHH to prepare yearly audits and 990 filings.
- Prepare schedules and supporting documentation for the annual audit cycle in close coordination with the finance team of BHH to ensure the timely completion of audits.
- Process payroll transactions and other payroll activities.
- Oversee financial forecasting, cash flow, and investment activities to ensure long-term financial stability.
- Provide financial analysis and support as requested by CEO, Finance Committee, Buddy Holly Hall Finance Director and LEPAA Asset Manager.
- Maintain accurate and up-to-date financial records.
- Ensure compliance with accounting principles, regulatory requirements, and tax obligations.
- Produce timely and accurate financial statements for internal and external stakeholders.
- Coordinate and oversee the annual external audit process.

COMPLIANCE & RISK MANAGEMENT

- Ensure the organization's compliance with relevant laws, regulations, and industry standards.

- Identify and mitigate financial and operational risks, implementing strategies to minimize exposure.

ADMINISTRATION & OPERATIONS

- Lead and manage administrative functions, including human resources, facilities, and general operations.
- Develop and implement policies and procedures to streamline administrative processes and enhance organizational efficiency.
- Oversee payroll processing and benefits administration.
- Manage relationships with vendors, negotiate contracts, and ensure cost-effective service agreements.
- Support team through the development and execution of processes relating to patron and donor management and stewardship initiatives.
- Assist with scheduling and execution of meetings (Board, committee, internal and external meetings).
- Manage IT support through IT contractor; including management of copy machines, phones, printers, software, hardware, workstations, etc.
- Manage daily mail collection and distribution.
- Work closely with the CEO and Asset Manager on all contracts and contract administration
- Ensure appropriate insurance policies are secured and competitively bid.
- Maintain a record of all LEPAA contracts and agreements.
- Ensure proper signatory authority for all LEPAA and BHH accounts.

LEADERSHIP

- Foster a collaborative and positive work environment.
- Collaborate with other department heads to align financial and administrative strategies with organizational goals.

QUALIFICATIONS

- Bachelor's Degree in Business Administration (Masters degree or CPA Preferred).
- 5 years of experience with accrual accounting, budget development, administration, and financial reporting.
- Strong knowledge of accounting principles, financial analysis, and budgeting.
- Proficient in Microsoft Word, Excel, and QuickBooks.
- Ability to work independently and as part of a team.
- Operations, administrative, and time management skills.
- Highly organized, able to manage multiple tasks, and think innovatively.
- Excellent communication and interpersonal skills.

Work Environment

This is a full-time, exempt position. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday. LEPAA may alter location work requirements at any time. Job description is not meant to be all-inclusive. Additional responsibilities may be added at any time by the CEO.

Compensation

Annual salary \$60,000 - \$65,000.

Benefits are offered through an ICHRA plan.

About the Organization

Lubbock Entertainment and Performing Arts Association, a 501 (c)(3) nonprofit, raised funds to design and construct Lubbock's Buddy Holly Hall. LEPA is dedicated to enriching the spirit of those who live in Lubbock and the South Plains through the presentation of the highest quality local, national, and international entertainment, performing arts, and arts education. In addition to its oversight of the finest performing arts events, LEPA envisions educational and community programs that will support, enhance, and expand appreciation for the arts, culture, music, history, and heritage of the South Plains. Its partnerships with Lubbock Independent School District, Ballet Lubbock, Lubbock Symphony Orchestra, The Buddy Holly Educational Foundation, and others allow the organization to ensure arts education remains a priority for students of all ages.

To Apply

To apply please submit a resume and cover letter to: info@lepaa.org

LEPA is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.