

FREIGHT & SALVAGE

TITLE:	Finance Associate
REPORTS TO:	Director of Finance & Administration
SUPERVISES:	None
EMPLOYMENT TYPE:	Full Time, Non-Exempt
SCHEDULE:	Flexible, generally M-F, 9-5 (weekend work possible)
LOCATION:	Remote Hybrid, up to 2 days per week
SALARY RANGE:	\$65,000-\$70,000 DOE

POSITION OVERVIEW

The Finance Associate plays an integral role in the success of the Freight & Salvage by providing financial and administrative support to key organizational functions. This position will be responsible for maintaining accurate and timely financial records that meet GAAP standards and internal control procedures. The position requires someone who has solid experience with high volume data entry accounting in a fast-paced setting, is comfortable with accounting software, and is excited about the opportunity to contribute to and grow within a dynamic mission-driven organization.

THE FREIGHT

The Freight & Salvage is a mission-driven nonprofit community arts organization and world famous music and cultural venue dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world. The Freight is a valuable community resource and premier listening room delivering an eclectic and diverse mix of live traditional music from across the globe and outstanding, hands-on educational programming locally for young people and adults. The Freight is supported by steadfast attendance, grants, musicians' benefit performances, volunteer efforts, and generous donations. Visit <https://thefreight.org> to learn more.

THE HISTORY

Since its founding in 1968, the Freight has been deeply rooted in that part of Berkeley, California's culture that embraces freedom, justice, acceptance, collaboration, and innovation. The ethos of Berkeley in the 1960s - characterized by a free-wheeling mix of anti-establishment politics; radical life-style experimentation; struggles for racial and gender equality; and a

profound respect for traditional cultures able to survive and even flourish outside the commercial “mainstream” - was vitally linked to the city’s music scene and lives on today at the Freight which continues to reflect those heady times. What began as an 87-seat coffee house in June of 1968, when Nancy Owens took over the lease and the name of a failing used furniture store at 1827 San Pablo Avenue, became a place where musicians and music-lovers gathered and evolved to a landmark venue for folk and old time music that has expanded inclusively to world-wide traditions and new genres. By 1983, patrons, performers, and employees formally incorporated the operation as the Berkeley Society for the Preservation of Traditional Music. Thanks to a solid base of community support, astute business practices, and a little bit of luck, the Freight settled into its facility at 1111 Addison Street in 1984. Only three blocks from the original storefront, and with 220 seats and a new sound system, the new facility became one of the best spots in the San Francisco Bay Area to see and hear live music including traditional music from outside the continental US. In 2009, the Freight moved to its current, world-class location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District.

PRIMARY RESPONSIBILITIES

70% Accounting

- Post daily transaction batches in Tessitura/CRM then make journal entries into accounting system
- Post daily POS cash receipts in accounting system
- Enter updates to internal records tracking daily cash transactions and show revenue
- Count petty cash, record transactions into accounting system and reconcile account
- Collect, code and record credit card receipts, reconcile all credit card accounts and follow-up with cardholders as necessary
- Process accounts payables including artists advances, vendor payments and payouts for shows with checks, electronic funds transfers or cash
- Monitor accounting@freightandsalvage.org email account
- Maintain vendor and payee files with required documentation
- Maintain Temporarily Restricted Funds spreadsheet with new restricted donations
- Reconcile bank accounts as backup for Director of Finance & Administration
- Reconcile donations in CRM with accounting system
- Monitor and respond to customer service tickets in CRM for Finance requests such as patron check refunds
- Assist with month-end and year-end close
- Assist with annual audit
- Other duties and special projects as assigned by Director of Finance & Administration

10% Human Resources

- Oversee and process new-hire documentation
- Follow-up on employee timecards changes/requests
- Assist in processing bi-monthly payroll

10% Administration

- Oversee company-wide cash handling process
- Regularly check business line for messages
- Filing paper & digital documentation & archiving according to company record retention policy
- Collaborate with the Artistic Administrator to review artist contracts, identify payees and collect required documentation for performance settlements and tax reporting
- Review daily performance settlement sheets prepared by the Artistic Administrator
- Record EDD compliance forms as well as form 592 entries as needed

10% Organizational Engagement

- Attend and participate in all-staff and finance team meetings
- Identify, propose, and participate in professional development opportunities
- Regular communication across organization for accounting education as assigned by Director of Finance & Administration

SKILLS, KNOWLEDGE & ABILITIES

Required

- Minimum two (2) years' experience in accounting or bookkeeping
- Attention to detail and a high level of accuracy
- Advanced Microsoft Excel (heavy usage) and Proficiency with Quickbooks Desktop
- Understanding of basic GAAP principles
- Ability to perform multiple assignments simultaneously, while prioritizing tasks with competing deadlines and under minimal supervision
- Ability to work collaboratively and independently
- Excellent interpersonal and oral and written communication skills
- Learn new software easily
- Ability to operate standard office equipment and keyboards
- Demonstrated commitment to valuing diversity and contributing to an inclusive and learning environment
- Ability to successfully pass a background investigation

- Occasional overtime
- Ability to sit or stand and work at a computer for multiple hours at a time

Preferred/Desirable

- Working knowledge of non-profit accounting
- Working knowledge of ADP payroll, Square POS systems
- Working knowledge of enterprise Customer Relationship Management systems, especially Tessitura
- Experience, appreciation, or familiarity with performing arts and traditional music

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight and Salvage is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.

TO APPLY

Please submit a resume and cover letter to **Lindsey Crawford (Director of Finance & Administration)** at lindsey@freightandsalvage.org. Applicant materials will be reviewed on a rolling basis until a candidate is selected.