

## GANGGANG

Career Opportunity

Title: Finance Manager

The creative ecosystem is expanding rapidly in Indianapolis and beyond. Artists are starting to be paid their worth. The financial arm of GANGGANG not only fulfills critical operations but realizes our mission.

GANGGANG's Finance Manager will steward all financial organizational relationships and corresponding transactions. Qualified candidates will be able to manage multiple relationships and financial processes while also compiling financial information for frequent status reports. As the organization grows, this position will also play a critical role in informing new processes and policies that will optimize and protect the organization's nonprofit status.

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### Position:

- Reports to: Vice President, Operations
- Capacity: Full-time employee
- Participates in team meetings, trainings, phone calls, and general GANGGANG Culture
- Eligible for insurance and retirement benefits

### Responsibilities:

- Manage accounts payable and accounts receivable processes, initiating and tracking transactions and corresponding communications with artists, vendors, corporate partners, clients, foundations, and other partners
- Monitor fulfillment of receivables including donor and foundation commitments, client payments, and grant disbursements
- Monitor fulfillment of payables including artists, vendors, and other constituents
- Manage financial reporting, including credit card receipt collection and categorization, Amazon purchase categorization, tax reports and payments, and other transactions according to nonprofit fund accounting
- Communicate regularly with GANGGANG's fiscal agent and work with them to prepare our financial management to operate independently
- Monitor and train on the status of financial procedures across the organization, including - invoicing, credit card, project budget reporting, vendors, and supplies
- Prepare monthly reports reflecting the financial health of the organization, including categorized Statement of Activities and account balances
- Coordinate financial project reporting data in conjunction with Project Managers
- Coordinate and monitor reimbursements, order fulfillment, recurring software expenses, 501c3 reports, and general supplies budget

### Qualifications:

- 2-3 years of finance experience
- Excellent customer service
- Experience in financial reporting through excel, Quickbooks, or other software

### Skills needed:

- x x x x x Customer Service
- x x x x Nonprofit Finance Literacy
- x x x x Finance & CRM Software
- x x x Protocol Training & Oversight
- x x x x x Detail-oriented