



Title: Finance & HR Manager
Reports To: Executive Director

ABOUT DESTINY ARTS CENTER

Destiny Arts Center's mission is to inspire and ignite social change through the arts. For over 38 years, Destiny has been committed to supporting young people as they develop their skills as artists, global citizens and advocates for peace in their communities and beyond. Through dance and martial arts, young people learn to perform and express themselves, overcome challenges, and connect with others. Destiny partners with over 50 schools and organizations each year to bring programs to young people. At our North Oakland arts center, we offer sliding-scale after-school, weekend, and summer programs. Our work is focused on creating safe and inclusive spaces for creative expression: welcoming and caring for every young person who joins us, providing opportunities to learn, grow, and heal, and using movement arts to forge meaningful transformation in our young people and collectively in our communities.

POSITION OVERVIEW

Destiny Arts Center is seeking a Finance & HR Manager to join a community of talented professionals dedicated to the power of the arts to transform the lives of young people, families, and communities.

The primary responsibilities of Destiny Arts Center's Finance & HR Manager are to manage Destiny Arts Center's day to day financial and HR needs. The ideal candidate has experience with non-profit financials and Quickbooks, as well as HR experience in strengthening organizational effectiveness, accountability, employee relations, performance management and compensation structure. The candidate will be a key member of Destiny Arts Center and will work closely with the Executive Director, Leadership Team, Development Team and Program Teams.

Customary Schedule:

- 10 AM - 6:00 PM, Monday - Friday (Hybrid schedule)
- Weekends/evenings to support Destiny events as needed

KEY RESPONSIBILITIES

Financial Management & Accounting

- Manage day-to-day financial operations, including accounts payable, payroll coordination, invoicing, vendors, cash flow, and general ledger oversight

- Produce accurate and timely monthly, quarterly, and annual financial reports for management and the Board of Directors
- Support the preparation of the annual operating budget in collaboration with the Executive Director and Leadership team
- Support Development team in overseeing grant and restricted fund tracking to ensure compliance with funder requirements
- Coordinate annual audit, tax filings (e.g., Form 990), and work with external accountants and auditors
- Develop and maintain internal controls, financial policies, and procedures to ensure accountability and transparency

Business Operations & Administration

- Manage organizational insurance, vendor contracts, and service agreements
- Support operational planning and risk management initiatives
- Maintain organizational policies, employee handbook, and compliance documentation
- Collaborate with leadership on strategic planning and organizational growth
- Serve as liaison to the Finance Committee of the Board, as needed

Human Resources Management

- Oversee all internal HR functions, including recruitment, onboarding and offboarding in collaboration with ADP Workforce Now
- Administer employee benefits, payroll processes, and HR systems in collaboration with ADP Workforce Now
- Provide guidance and support to Directors and Managers re: employee relations, employee engagement, conflict and difficult conversations
- Serve as a trusted resource for employees on HR policies, workplace concerns, and professional development
- Lead and support performance management, equitable compensation planning, learning pathways for staff, internal growth opportunities and organizational culture initiatives
- Ensure compliance with federal, state, and local employment laws and nonprofit HR best practices

Qualifications

Required:

- Experience or degree in finance, accounting, business administration, human resources, or a related field
- 5+ years of progressive experience in nonprofit finance, accounting, and/or HR management
- Strong knowledge of nonprofit financial management, budgeting, and compliance

- Experience with payroll, benefits administration, and California employment law
- Experience supporting employee relations and engagement
- Demonstrated ability to build systems in growing organizations
- Commitment to equity, inclusion, and mission-driven work
- High level of integrity and discretion when handling confidential information
- Strong organizational skills with the ability to manage multiple priorities

Preferred

- HR certification (PHR, SHRM-CP)
- Experience working with a nonprofit budget of \$3–10 million
- Familiarity with Quickbooks online, Google Suite, Excel and HRIS systems
- Experience working directly with Boards or Finance Committees
- Experience supporting mid-sized teams

Core Competencies

- Financial acumen and attention to detail
- Clear and effective communication
- Problem-solving and sound judgment
- Ability to balance strategic thinking with hands-on execution
- Manage confidential information with discretion
- Commitment to equity, inclusion, and the organization's mission
- Discretion and sound judgment
- Systems builder and process designer
- Ability to balance structure with flexibility
- Strong interpersonal and coaching skills
- High emotional intelligence

What We Offer:

- Annual Salary: \$85,000-\$90,000
- Unlimited PTO - this is in addition to 3 Destiny closure weeks per year as well as all federal holidays
- Competitive medical and dental benefits
- Hybrid and flexible work schedule
- 4% 401K retirement contribution match
- Healthcare and Dependent Care FSA
- Employee Assistance Program

TO APPLY:

Please submit a cover letter and resume via the following link:

<https://destinyarts.applytojob.com/apply/Ew8jnxzYfC/Finance-HR-Manager>

Destiny Arts Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We welcome diverse applicants. Please let us know if you need accommodations for the interview process.