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Aperture Work Scholar Program Position Description
Finance & Administration

Department Overview

The Finance and Administration Department implements and oversees the financial, administrative, and operational functions of the Aperture Foundation. The Finance and Administration Work Scholar works directly with the Chief Financial Officer of Aperture as well as the Technical and Office Administrator and the Director of Operations. Activities include:

- Developing, implementing, and directing the financial strategy of the organization, including planning and forecasting all revenues and expenditures, the custody of assets, and the investment of funds
- Managing the development and implementation of the annual budget
- Directing financial analyses of all organizational operations
- Handling accounts payables, accounts receivables, and royalties to ensure timely payments to vendors, authors, and photographers
- Studying, analyzing, and reporting on trends to create opportunities for the sound expansion and growth of the foundation according to institutional goals
- Assuring the highest standards of financial management and GAAP practices with a particular sensitivity to the needs of a 501(c)(3) corporation.
- Handling all infrastructure needs, including office management, IT, maintenance of the facilities, supplies, and shipping
- Overseeing and coordinating all human resources functions and responsibilities
- Assessing staffing and infrastructural needs on an ongoing basis to ensure the efficacy and productivity of all organizational operations at an optimal cost

What You Can Expect to Learn

- How the finance and administration department operates within a non-profit and publishing setting
- How to use AcumenBook, the software accounting package, by creating invoices, managing inventory, reviewing royalty contracts and entering rules in Acumen, updating static data (products, inventory, royalty records), and helping to prepare and track monthly sales reports
- The basics of accounts payable and receivable by handling receivables collection and through helping the Accounts Payable Manager enter payable vouchers into Acumen and prepare checks for the CFO
- Excel spreadsheet skills, including but not limited to lookup, pivot tables, modeling by preparing monthly sales reports, analyzing monthly inventory variances, reviewing project results, and performing ad hoc analyses as requested by the CFO
- How and why royalty contracts are created and managed
- The basic concepts of an outside audit
- How a budget is constructed and tracked
- Basics of employee benefits—health care packages, employee time off, employee manual, etc.
- How to evaluate competing vendor bids and make recommendations
- How to use all the office equipment (scanners, photocopiers, Macs, PCs, printers, etc.)
- How to handle mail, including the cheapest, most effective route for each type of mailing, coding for the accounting system, ordering supplies, etc.

Departmental Duties

Finance

- Create invoices in Acumen
- Handle receivables collection
- Manage inventory in Acumen
- Review royalty contracts and enter rules in Acumen
- Update Acumen static data (products, inventory, royalty records)
- Help prepare and track monthly sales reports

- Ad hoc projects as needed
- Help prepare for annual audit
- Help update components of budget
- Track development income and spending
- Run reports from Acumen
- Handle projects on an ad hoc basis, as needed

Administration

- Handle UPS and FedEx mail
- Track employee time off
- Scan, sort, and file contracts
- Check and reorder office supplies
- Keep mailroom and book storage area tidy (break down boxes, put away books, etc.)
- File

General Work Scholar Responsibilities

- Complete pre-, mid-, and post-term evaluations
- Assist with front desk coverage on weekdays during morning, afternoon, and lunch breaks
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term)
- Kitchen duty (fridge and dishes)
- Assist with jurying the Aperture Portfolio Prize (Fall term)
- Work Saturdays, extended hours, and events (paid hours)

Requirements

Accuracy, organization, and patience are key elements to success in this position. Evaluation of work and correction/adjustment will occur on an ongoing basis with each project. Good quantitative skills and attention to detail, proficiency in Microsoft Word and Excel, familiarity with database programs, the ability to multitask and take initiative, and strong phone and people skills are a plus. This is an excellent position for someone with an interest in the business side of publishing.