



National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a **Bookkeeper & Finance Manager**.

Company Description

The National Cherry Blossom Festival produces and promotes the nation's greatest springtime celebration and is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational and entertainment initiatives that enhance our environment, showcase arts and culture, and build community spirit.

The Bookkeeper & Finance Manager is responsible for managing the financial activities of the organization, including financial analysis and planning, accounting operations and reporting, budgeting and external audits. The Bookkeeping/Finance Manager is responsible for establishing and improving upon the organization's financial policies and procedures and ensuring legal and regulatory compliance of the financial functions. Additionally, the Bookkeeping & Finance Manager provides guidance to senior management, supports Board relations through clear communication of financial reporting and analysis and is the primary interface with external parties on financial matters, including banks, customers and tax authorities.

Responsibilities

Provide primary support for the business functions of the National Cherry Blossom Festival. Communicate with management staff, Board members, clients and vendors using a high degree of tact, professionalism and discretion. Handle NCBF materials under direction of the President/Director of the NCBF. Carry out directives and established policies and completes assignments with moderate supervision. Organize daily work within parameters set by the President/Director, NCBF. Track funds and handle cash and confidential financial documents.

The Bookkeeping & Finance Manager is responsible for:

Financial & Operational Management

- Support budget creation, budget projections and analysis of expenses as needed.
- Maintain the budget and cash flow; produce weekly and/or monthly reports to monitor revenue and expenses, including but not limited to: budget updates, cash flow reports, merchandise sales reports, and monthly Executive updates.
- Oversee the accuracy of the organizational accounting records and maintain the chart of accounts.
- Establish and monitor adequate internal controls.
- Supervise month-end closings and bank reconciliations.
- Record and process all accounts receivable (invoices, statements) and accounts payable (checks, aging reports) in the accounting system, for review and approval by the Director and/or Treasurer.
- Assist in the development, reviewing and processing of contracts.
- Track, report and maintain files on all 1099 workers and produce 1099 form each year for each contractor.
- Provide on-site support and assistance at Festival events.

Accounting & Administration

- Ensure maintenance of appropriate internal controls and financial procedures
- Prepare for and manage the completion of the annual audit and tax returns.
- Draft, maintain, and ensure implementation of appropriate administrative procedures and policies for the organization.
- Draft and file correspondence for the National Cherry Blossom Festival as assigned. This includes, but is not limited to, all NCBF information filing, accounting and receipt record filing, and general, sensitive and confidential correspondences.

- Maintain and update databases and spreadsheets, including identifying and tracking current and potential sponsors and supporters, media, etc.
- Insurance policy renewals, institutional record-keeping, property tax exemption, and other city or federal paperwork required to maintain 501(c)(3) status, charitable business license, etc.

Project Areas

- Manage grant procedures, ensure that requirements are fulfilled, and prepare necessary reports.
- Gather and organize data to report on National Cherry Blossom Festival results and achievements.

Board Committee Assistance:

- Act as the liaison to the Board of Directors Finance Committee, including but not limited to: prepare materials for, make presentations to, and serve as primary staff for the Financial Committee of the Board of Directors. Coordinate the scheduling, setup and execution of the monthly Finance and all other NCBF meetings
- Provide administrative support to NCBF Committee Chairs in developing and executing action plans and timelines

Qualifications:

- **Bachelor's or Master's Degree in Accounting or other related field preferred**
- Minimum of three years' demonstrated experience working in accounts payable and receivable, general ledger, budgets, cash flow and tax knowledge
- Strong knowledge of generally accepted accounting principles
- Excellent project coordination, time management, and organizational skills with the ability to juggle and prioritize multiple projects in a fast-paced environment
- Strong creative, strategic, analytical and personal sales skills
- Strong leadership skills
- Superior communication and writing skills
- Attention to detail, high productivity and concern for accuracy and excellence
- Proficiency in QuickBooks, Microsoft Word, Excel, Outlook and strong database management skills are necessary
- Experience with Salesforce is preferred
- Must be a self-started, proactive and driven with a strong work ethic, a high level of motivation, a strong sense of urgency when needed, the ability to work without direct supervision and consistently meet deadlines
- Commitment to working with shared leadership and in cross-functional teams
- Ability to work non-traditional hours
- Ability to foster positive, productive relationships, collaboration and teamwork, internally and externally, among staff, board members, volunteers, partners and other Festival stakeholders

As an integral part of the NCBF team, this salaried exempt position participates fully in the production and execution of Festival events. This requires flexibility to be available evenings and weekends and to work additional hours during peak periods.

Please email resume and cover letter articulating your relevant experience and salary history to JoAnn Nasser at jnasser@ncbfdc.org. Include in the subject line "**Bookkeeping & Finance Manager.**" Applicants will be notified if selected for an interview.