

Position Open Until Filled: Director of Finance & HR

Position Details

Location: Salt Lake City, Utah*

FLSA Status: full-time salary, exempt

Reports to: Executive Director

**Due to the collaborative nature of this position and Spy Hop's work, this position is in-person; remote candidates cannot be considered.*

Job Summary

The Director of Finance & HR is a senior leadership position responsible for financial management, human resources administration, and compliance. Reporting to the Executive Director, this role ensures Spy Hop's financial sustainability, operational efficiency, and workplace culture align with its mission to mentor young people in the media arts. Through strategic financial oversight, this position supports the organization's ability to provide equitable access to high-quality programming for youth.

In addition to overseeing budgeting, accounting, payroll, audits, tax reporting, and regulatory compliance, the Director leads HR functions, including employee onboarding, benefits administration, and workplace policies. This role fosters an inclusive and supportive work environment that reflects Spy Hop's commitment to positive youth development through mentorship and the media arts. The Director also supervises the Operations Manager, ensuring efficiency in facilities management, vendor relations, and organizational logistics.

Key Responsibilities

Finance & Accounting

- Manage payroll, accounts payable/receivable, and bookkeeping in QuickBooks.
- Prepare and submit payroll taxes, quarterly filings, and annual audits and 990.
- Develop and monitor budgets with executive and program teams.
- Ensure compliance with federal, state, and nonprofit financial regulations.
- Oversee financial reporting, including financial board reports and grant tracking.
- Reconcile bank and credit card accounts monthly.
- Maintain internal controls and financial safeguards.
- Work with an external accountant to ensure monthly reconciliations of investment statements are posted.

Human Resources

- Oversee employee records, job descriptions, and compliance documentation.
- Administer payroll, benefits, and retirement plan contributions.
- Ensure compliance with labor laws, including tax filings and background checks.
- Support hiring, onboarding, and offboarding processes.
- Develop and implement HR policies to support a positive workplace culture.
- Address employee relations, performance management, and compliance issues.

Operations & Compliance

- Supervise the Operations Manager, ensuring efficient facility operations and vendor management.
- Ensure regulatory compliance for tax filings, business licenses, and insurance.
- Serve on Spy Hop's Facilities Management Team and collaborate with the Operations Manager to oversee all facilities vendor contracts and payments.
- Maintain document retention and financial policies.

Qualifications

- Bachelor's degree in Business/Public Administration or Accounting and 5+ years of accounting and financial management experience, preferably in a nonprofit organization.
- 5+ years of nonprofit financial management and HR experience.
- Love for the arts and a commitment to youth development and progressive education.
- Proficiency in QuickBooks and Excel.
- Strong knowledge of nonprofit finance, HR policies, and compliance regulations.
- Excellent organizational, analytical, and communication skills.
- Ability to handle confidential information with discretion.
- Experience supervising staff preferred.
- Ability to communicate financial/technical information in an accessible manner.
- Basic knowledge of investment management, a plus.
- Must be able to pass a background check.

About Spy Hop: Spy Hop is an award-winning, nonprofit youth media arts and educational enrichment center founded in 1999 and located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and effect positive change in their lives, their communities, and the World. We envision a world in which all young people have the skills and mindsets necessary to succeed and that their voices are heard and valued as conduits of change in their communities.



Spy Hop's in-school, after-school, and youth-in-care programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face.

Our Commitment to Antiracism: We believe that anti-racism is the process of becoming aware of and acknowledging the impact of racial oppression within our current social, political, and institutional systems while actively and intentionally working in the community to replace those systems with pedagogies, policies, and practices that lead to collective liberation – the truth that none of us are free until all of us are free.

As an antiracist organization, Spy Hop is committed to changing the systems of oppression that disproportionately impact many of our students and their communities. Spy Hop's antiracism practices are rooted in hope, action and accountability, and the belief that collective liberation is truly possible.

Our Culture: We celebrate a culture at Spy Hop that is a fun, dynamic, evolving ecosystem; one that nurtures the vibrant, creative, individuality of youth and staff by communicating openly, honoring our multiculturalism, and affirming our intergenerational wisdom in such a way that all participants within the ecosystem have the capacity to thrive.

Equal Opportunity Employer: Spy Hop is committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply.

Compensation & Benefits: Salary Range - \$80,000 - \$95,000, commensurate with education and experience. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match, 20 days PTO, 14 paid holidays, 7 wellness/sick days, and professional development opportunities.

To Apply: Please email resume, cover letter, with the subject line: Finance & HR Director [your name] to:

Larissa Trout
Executive Director
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