



the phoenix symphony

Job Title: Director of Finance & Administration

Reports To: President and CEO

Classification: Exempt

Summary: Responsible for management of all financial administration including financial reporting, analysis, long-range projections, cash management, monthly forecasts and annual budget. Also is responsible for overseeing the administration department.

Primary Responsibilities:

- Oversee accounting records for the Symphony, preparation of monthly financial statements and financial forecasts, ensuring compliance with generally accepted accounting principles (GAAP)
- Oversee accounting records for the Symphony's affiliate, The Phoenix Symphony Support Foundation and preparation of quarterly financial reports
- Development of annual budgets to align with strategic planning initiatives
- Prepare variance analysis of budgeted to actual results, communications of results to department heads
- Prepare cash flow projections and day to day cash management including management of the Symphony's lines of credit
- Active participation with senior management team in short and long term strategic planning from financial, operational, artistic, marketing and developmental (fundraising) perspectives
- Oversee annual financial statement audit and preparation of annual tax returns for the Symphony and the Support Foundation
- Attend all Board of Directors and Finance Committee meetings, serving as Assistant Treasurer for both the Symphony and the Support Foundation. Work closely with Treasurer to communicate financial status and cash position throughout the season
- Ensure compliance with state and federal reporting requirements
- Principal liaison between the Symphony and its bankers, responsible for oversight of Symphony bank accounts, lines of credit and compliance with reporting requirements and covenants
- Principal liaison between the Support Foundation and its bankers and investment portfolio, ensuring compliance with reporting requirements and monitoring investment activity of the organization's endowment

- Represent management and provide financial data during negotiations with labor union

Additional Responsibilities:

- Oversee administration of leases, major contracts, liability insurance and office systems
- Administer employee benefit plans including health, dental and life insurance, ST and LT disability, staff 401K and orchestra pension plan and supervise and oversee payroll and human resource function
- Supervise and oversee general ledger accountant and accounts payable specialist
- Supervise and oversee IT Manager to ensure adequate IT infrastructure and long term strategic plans can be met, plan IT/Capital budget and funding

Qualifications:

- Must have a strong background in financial management with experience in a broad range of duties
- CPA required
- Must have the ability to work and communicate effectively with musicians, staff, artists, volunteers and the general public.
- Familiarity with GAAP is important and the ability to develop and manage within revenue and expense budgets a necessity
- High-energy individual who is extremely good with attention to details, able to handle many projects simultaneously, and demonstrate good judgment and maturity in decision making
- Must have a high degree of personal integrity and reliability
- A plus with experience and knowledge of non-profit accounting

Interested persons should email resume and letter of interest to:

tpscareers@phoenixsymphony.org

The Phoenix Symphony is an Equal Opportunity Employer.