



the phoenix symphony

**Job Title:** Chief Financial Officer

**Reports To:** President and CEO

**Classification:** Exempt

**Summary:** Responsible for the strategic management of the Symphony's financial planning in addition to the management of all financial administration including financial reporting, analysis, long-range projections, cash management, monthly forecasts and annual budget.

**Primary Responsibilities:**

- Develop strategic financial plans for the Symphony including long-term sustainability and liquidity strategies.
- As a true business partner to the CEO and other Symphony officers including the CDO and CMO, assess organizational performance against both the annual budget and the Symphony's long-term strategy. Develop tools and systems to provide critical financial and operational information to the CEO and core team of managers and make actionable recommendations on both strategy and operations.
- Engage the board finance, audit and investment committees around issues, trends and changes in the operating model and operational delivery. Assist in establishing yearly objectives and meeting agendas and selecting and engaging outside consultants (auditors, investment advisors etc.)
- Oversee long-term budgetary planning and cost management in alignment with the Symphony's strategic plan, especially as the organization considers potential collaborations with external organizations.
- Actively participation with the senior management team in short and long term strategic planning from financial, operational, artistic, marketing and developmental (fundraising) perspectives
- 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
- Serve as the 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

- Oversee all accounts, ledgers and reporting systems, ensuring compliance with appropriate GAAP, regulatory requirements and budget audit requirements. Maintain internal control safeguards and coordinate all audit activities.
- Oversee 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
- Prepare variance analysis of budgeted to actual results and communicate results to department heads
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash thresholds to meet operating needs. Optimize the handling of banking relationships including lines of credit and initiate appropriate strategies to enhance cash positions.
- Manage and track the performance of the Symphony's endowment in keeping with the policies and investment guidelines established by the investment committee.
- Oversee annual financial statement audit and preparation of annual tax returns for the Symphony and the Support Foundation
- Ensure compliance with state and federal reporting requirements
- Develop financial data for union contract negotiations including multiple budget scenarios.
- Perform external audit readiness, oversee year end reporting and compile 990 data.

**Additional Responsibilities:**

- Oversee administration of leases, major contracts and corporate insurance.
- Mentor and develop a direct team of two; sr. accountant and accounts payable specialist.
- Guide larger, cross divisional teams outside of direct span of control with the main Symphony program areas.

**Qualifications:**

- Must have a strong background in financial management with experience in a broad range of duties. Experience and knowledge of non-profit accounting a plus.
- MBA and/or CPA preferred
- Demonstrable passion for the Symphony's mission; a hands-on manager with integrity and a desire to work in a dynamic environment.
- Mature and proactive with evidence of having worked as a true business partner to the CEO of related organization.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.

- Must have the ability to work and communicate effectively with musicians, staff, artists, volunteers and the general public.
- Ability to develop and manage finance staff to ensure success in their areas of responsibility.
- Familiarity with GAAP is important and the ability to develop and manage within revenue and expense budgets a necessity.
- Experience with Great Plains and payroll systems.
- 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.

**Interested persons should email resume, letter of interest and salary requirements to:**

[tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org)

*The Phoenix Symphony is an Equal Opportunity Employer.*