

**DIRECTOR OF FINANCE & ADMINISTRATION  
JOB ANNOUNCEMENT  
Santa Rosa Symphony Association**

**Company:** Santa Rosa Symphony Association  
**Job Title:** Director of Finance & Administration  
Full-time salary/Exempt  
**Supervises:** Part-time accounts/payable clerk  
**Job Location:** Santa Rosa, CA  
**Start Date:** March 2023 TBD  
**Reports to:** President & CEO  
**Compensation:** Salary range \$95,000-\$105,000 based upon experience + comprehensive, generous benefits package including 401(k) plan, medical and dental coverage

**Email** a cover letter and resume to:  
asilow@srsymphony.org  
No phone calls please.  
Deadline: December 16, 2022

**JOB SUMMARY:**

The Santa Rosa Symphony is a \$5 million non-profit organization. Director of Finance & Administration is responsible for the business and financial operations of the organization, including financial accounting, controls, and reporting. Director of Finance & Administration is also responsible for the preparation of the annual audit, monthly financial statements, banking relations, and the administration of payroll, employee benefits and personnel policies.

**QUALIFICATIONS:**

- 3+ years work experience with Nonprofit Accounting
- Bachelor's degree in Accounting, Finance or Business Administration a plus
- Proficiency with GAAP and FASB compliance
- Experience with accounting and reporting software, with knowledge of Microsoft Dynamics software preferred
- Experience with third party payroll services
- Excellent knowledge of Microsoft Excel and Word
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll and accounting for investments.
- Experience managing and overseeing relationships with vendors and personnel benefits
- Excellent attention to detail, deadline oriented, data entry management, time management, and general math skills

## **JOB DUTIES AND RESPONSIBILITIES:**

### **Financial Management**

- Develop sound financial policies and procedures and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll, and administrative service functions. Implement and monitor policies, procedures, and internal controls to ensure accuracy and efficiency.
- Direct activities relating to the management and control of cash flow, banking relations, and investments.
- Participate in the Board's development of investment policies and strategies. Serve as primary contact with fund managers and ensure proper accounting for all investment transactions.
- Manage the Association's daily administrative and financial activities, including financial record keeping, production of financial statements, and personnel records.
- Prepare special analyses as required.

### **Budgeting and Planning**

- Direct the preparation of organizational operating budgets and forecasts with staff and President & CEO for Finance Committee and Board approval.
- Assists in preparation of preliminary budget figures.
- Provide departments with ongoing budget analysis, assisting staff members in budget compliance.

### **Record Keeping**

- Timely preparation and maintenance of all accounting records and provide appropriate financial/statistical reports.
- Maintain the Association's revenue and expense records, produce monthly financial statements, and monthly investment statements, process accounts payable and accounts receivable, oversee deposit processing, and maintain account analysis.
- Prepare and maintain all payroll records and reporting, assuring compliance with all legal requirements and organizational objectives.
- Direct the preparation and maintenance of property, equipment, and instrument inventory records and establish depreciation schedules.
- Ensure compliance with all financial/tax reporting requirements of agencies/foundations.
- Assist Development Director in preparing grant requests/reports for various donors/foundations/govt. and in monitoring and compliance with said terms as well as conditions of all planned gifts.

### **Audit and Income Tax Reporting**

- Review audit needs of the Association; make recommendation as to selection of auditors.
- Direct preparation for audits.
- Work with the auditors in preparation of the annual audit report and filing of tax reports. Review and approve all drafts; assure distribution of reports as required.

- Respond to auditor's findings and recommendations in consultation with Finance Committee, taking action as appropriate.
- Develop internal audit procedures to ensure that systems are functioning as planned.
- Ensure that a copy of the most recent IRS form 990 and audited Financial Statements are available for review according to federal law.

### **Board of Directors**

- As staff for the Finance Committee prepare monthly financial statements for reporting to the committee.
- Prepare financial reports as requested by President & CEO and/or Board.
- Assist the President & CEO in the review and establishment of personnel policies for the administrative staff.
- Interact with committees of the Board and individual Board members as needed.

### **Personnel**

- Oversee the execution of all benefits programs, including retirement programs, health insurance, dental, vision, and life, as well as other types of institutional insurance, maintaining accurate records and filing all required reports.
- Maintain staff employee records showing date of hire, compensation and benefits, accrued PTO time, leave records, and other pertinent personnel data.
- Prepare and file employer reports to government agencies, insurance companies, etc. Carry out organizational and personnel surveys as needed.

### **Administrative**

- Coordinate the administration of all operating leases and contracts, insurance (general liability, property, umbrella, workers comp & directors and officers), audit services, building lease, maintenance contracts and other services.
- Develop purchasing policies and procedures and direct/monitor their implementation.
- Prepare and compile information from Association's records for use in LAO, ACSO, and other orchestra/non-profit group's statistical reports of surveys.
- Serve as part of the senior management team to assist the President & CEO in setting and implementing administrative policies established by the Board.
- Perform other duties as assigned by the President & CEO.
- **Work Schedule:**
- Monday through Friday, 9am-5pm; and some evenings may be necessary.

The Santa Rosa Symphony is an equal opportunity employer.