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**JOB OPENING**  
**LONG BEACH SYMPHONY ASSOCIATION**

**Vice President of Finance**

Description: The Vice President of Finance (V.P., Finance) is responsible for supervision and day to day operation of the finance office, office management, human resources and personnel administration. The V.P., Finance is a member of the Leadership Team and reports to the President.

**Duties**

**Finance:**

- Manage the Finance Department providing information, strategic advice, and support while maintaining policies and controls.
- Provide detailed financial projections for strategic plan implementation. Lead the budgeting process and oversee regular reforecast of year-end projections.
- Responsible for all accounting and banking service functions to include cash receipt and disbursement process; payroll; recommend and implement fiscal policies and controls; create monthly financial statements; and conduct fixed asset accounting.
- Collaborate with fundraising staff to prepare grant budgets and final reports.
- Manages the insurance portfolio for the Association and the Foundation for the Long Beach Symphony including general liability, property, workers compensation, directors' and officers' liability, automobile, and related coverage.
- Maintain compliance with all IRS codes affecting non-profits.
- Maintain accounting and financial records for the Foundation of the Long Beach Symphony, including administration of invested assets, split interest agreements, and related items.
- Responsible for timely completion of annual Audited Financial Statements and IRS Form 990 filings in conjunction with the Audit Committee and their approved independent audit/accounting firm.
- Serve as staff support for the Finance and Audit committees of the Board of Directors.

**Office Management:**

- Overall supervision of general office administration including purchase of supplies and equipment, equipment maintenance, organization and housekeeping on and off site, all postage related issues, building management relationship, General and Administration costs,

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invoice approval and tracking, and safety. Some of these duties may be delegated to other staff positions as appropriate.

- Establishes and manages policies and procedures for utilization of the Association's technology resources. Manages relationships with third-party service providers including Blackbaud for Raiser's Edge and Financial Edge and network/environment support.
- Supervision of Finance Associate and Office Manager.

**Human Resources/Payroll/Benefits:**

- Oversee implementation for current legislated mandates and Association personnel policies. Maintain all personnel files.
- Oversee administration of staff benefits and of orchestra union benefit contributions.
- Serve as point of contact for human resource questions.
- Responsible for preparation of administrative staff and orchestra payrolls and for timely filing of payroll tax forms with state and federal agencies.

**Qualification Requirements**

- Strong and demonstrable knowledge of and experience in fund accounting and all applicable generally accepted accounting principles and California and Federal regulations.
- Experience as a senior level financial manager or controller in a non-profit organization, preferably in orchestral management or the arts.
- Knowledge of federal and California regulations and best practices pertaining to human resource and payroll systems management.
- Experience working in a network computer environment with excellent skills in Excel and accounting/financial software. Experience with Financial Edge and Raiser's Edge platforms is highly preferred.
- Appreciation for and knowledge of orchestral and classical music highly desirable.

**Education**

Bachelor's degree or equivalent in Accounting and Finance.

**Send cover letter and resume to:**

Kelly Ruggirello, President  
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