

**FINANCIAL ANALYST**

**Finance Division**

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| **Work Status:** | Regular, Full-Time | **Payroll Type:** | Exempt |
| **Location of Job:** | Davies Symphony Hall  San Francisco, CA | **Salary:** | Commensurate with experience |
| **Schedule:** | Monday – Friday | **Regular Hours:** | 9:00am – 5:00pm |
| **Reports To:** | Director of FP&A (Financial Planning and Analysis) | **Supervisory:** | No |

**JOB SUMMARY**

The **Financial Analyst** reports to the Director of FP&A (Financial Planning and Analysis) and plays an integral role in supporting business partners through financial planning, analyses and budgeting for assigned departments and programs.

**RESPONSIBILITIES**

* Lead the coordination and preparation of departmental budgets and projections, including capital planning, that provides financial transparency to Senior Management and business partners.
* Work directly with departments to produce financial reports and analyses that support current and potential business functions with the highest level of service and accuracy.
* Support season planning analyses which may involve modeling of different outcomes.
* Coordinate and provide guidance on periodic review of projections with departments/programs; adjust projections accordingly; prepare variance analyses between projections, budget, and prior years.
* Prepare budget and overhead allocations for grant reports and review actuals as needed to ensure compliance with granting agency requirements.
* Prepare external reporting which includes surveys and statistical reports.
* Maintain and participate in continued development and enhancements of the budgeting and reporting system.
* Analyze for improvements and document business processes.
* Provide user-level support and training for the budgeting and reporting system.
* Perform related duties as assigned.

**QUALIFICATIONS**

* BA/BS degree or equivalent experience in accounting, business, finance or related field required.
* 1-3 years broad experience in financial planning and analysis, budget, and report preparation.
* Outstanding communication, presentation and interpersonal skills.
* Ability to handle multiple tasks, set priorities, meet deadlines, and manage large data sets.
* Must be well-organized and detail-oriented.
* Advanced skill level in Excel and proficiency with other MS Office products required.
* Works well with a variety of people and personalities in a highly fast-paced environment.
* Experience with budgeting tools/data warehouse programs.
* Knowledge of Prophix is a plus.

**APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org/).  Under the About Us tab, go to the Careers and Auditions page and click on “View jobs at the SF Symphony.”  Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

**ORGANIZATIONAL PROFILE**

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country’s leading orchestras. Some 220 concerts each year reach an audience of more than 600,000, while national and international broadcasts, heard on more than 215 radio stations, reach millions more. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world’s highest honors. Its multimedia initiative, *Keeping Score,* has reached over six million people with television and radio broadcasts, DVDs, and an interactive website. The Orchestra tours extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world’s finest guest artists and conductors to Davies Symphony Hall. More than 70,000 young people are served each year by the Symphony’s numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1st through 5th grader in San Francisco’s public schools. The organization is led by President Sakurako Fisher and Executive Director Mark Hanson.

The San Francisco Symphony’s mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.