



## Director of Finance & Administration Position Description

The **Director of Finance & Administration** is responsible for providing the daily financial and accounting functions and oversight of Pacific Chorale's financial resources and compliance with standard GAAP procedures governing nonprofit organizations. This person works directly with the President/CEO and the Board to ensure the sound fiscal development and management of Pacific Chorale's annual \$2.5 million budget and stewardship of its nearly \$4.5 million in institutional assets. The core finance responsibilities of the Director of Finance & Administration include but are not limited to daily accounting, monthly reconciliation of accounts, oversight of the annual budget development and tracking process, financial reporting and diligent analysis, management, and reporting of the organization's cash-flow. The human resource responsibilities include management of the employee handbook, payroll management, management of applicable staff benefits, and oversight of the organization's IT and office equipment systems.

**Status:** Regular / Full-time / Exempt

**Reports to:** President/CEO

### POSITION RESPONSIBILITIES

#### Accounting and Finance

- Develop financial and accounting systems and controls for the organization
- Perform daily accounting functions such as vendor invoicing and payments, accounts payable/receivable, deposits and tracking of ticket sales and donations, and reconciliation of bank accounts and general ledger accounts
- Coordinate and manage the annual operating budget process with input from President/CEO and department heads; identify variances and ensure compliance with budget directives
- Maintain accurate and timely financial reporting to the President/CEO and the Board
- Monitor, analyze and forecast cash flow and accounts
- Process staff payrolls and artist paychecks, maintain accurate personnel records, and file required employment tax documents on a timely basis
- Provide support to Development department in the creation of project budgets and required financial reporting documents for grants and funders
- Oversee the preparation for the annual independent audit and preparation for the timely completion of state and federal tax returns
- Submit reports and filings for ASCAP licenses, State Board of Equalization, Business Property Statement, Workers Compensation and city and state filings, as required
- Serve as a non-voting representative to the Endowment Investment Committee
- Serve as the primary staff representative and administrative support to the Board Finance Committee
- Maintain accurate and current financial records, contracts, agreements and licenses
- Collaborate with the Artistic Administration team to prepare and/or review guest artist contracts and service contracts when other organizations engage Pacific Chorale

#### Human Resources

- Manage the staff insurance and benefits policies and plans, including liability insurance, worker's compensation (IILP lead), retirement, health and other benefits
- Manage the onboard process for new hires such as verifying employment eligibility and setup of applicable employment benefit packages
- Maintain accurate and current staff payroll, attendance and benefits records
- Maintain Employee Handbook to remain compliant with state and federal law

### **Office Systems/IT/Operations**

- Coordinate with the President/CEO to evaluate and upgrade office equipment when required (phone system, computers, copier, fiber DSL, water filtration system, etc.)
- Assist with the management of staff electronic accounts such as email, Microsoft Office, etc.
- Manage relationships with Property management company, housekeeping and other office-support vendors

### **Other Duties**

- Participate in Board Finance Committees, Board Meetings and Executive Committee Meetings, as requested
- Attend Pacific Chorale concerts and events to provide support (CD sales, etc.) as needed
- Assist with payment processing and operational support during galas and special events
- Other duties as reasonably assigned

### **Qualifications and Experience**

- Undergraduate degree in Accounting, Finance, or related area of study
- At least five years of progressively responsible experience in an accounting position including fund accounting and possess a thorough knowledge of nonprofit accounting
- Proficient with QuickBooks and Intuit Payroll; Microsoft Office applications, familiarity with Tessitura (or similar patron manager CRM systems) software encouraged
- Excellent interpersonal oral and written communication skills
- A self-directed individual who also values contributing within a small, but highly collaborative and dedicated team
- Must possess a high degree of tact, professionalism and discretion interfacing with a wide range of musicians, patrons, and administrators
- Demonstrated analytical and creative problem solver who has excellent self-management skills to work effectively against multiple deadlines and an ability to shift priorities quickly and calmly to resolve issues in a fast-paced environment

### **Requirements/Work Schedule**

- Must have a valid driver's license and reliable transportation
- May be required to lift up to 30 pounds (such as file boxes) either alone or with assistance
- This is primarily a traditional work-week schedule with occasional evening and weekend attendance at performances and special events, as requested

### **Compensation and Benefits**

Pacific Chorale offers a competitive salary commensurate with the candidate's experience and qualifications. Pacific Chorale also provides fully paid health, vision, and dental insurance for the employee, paid vacation, recognized national holidays, plus an organization-wide one-week paid closure during the year-end holidays and paid sick-time. There is a 403(B) retirement program available for participant's contribution.

### **Application Process**

Please submit a cover letter highlighting your relevant experience and interest for this position, a current résumé and salary expectations to [careers@pacifichorale.org](mailto:careers@pacifichorale.org). Please include the applicant's name and Director of Finance & Administration in the email subject line. Attach all documents as .doc or .pdf formats.

## **About Pacific Chorale**

*The mission of Pacific Chorale is to inspire our community through artistry and innovation in choral music performances and education programs.*

Located in Costa Mesa, California, Pacific Chorale has delighted national and international audiences with concerts of great choral music performed at the highest musical standards since 1968. Under the artistic leadership of Robert Istad, the organization produces a series of concerts each year at Segerstrom Center for the Arts, where it serves as the resident choir. Pacific Chorale is recognized for exceptional artistic expression, preserving and performing classical choral music as well as presenting stimulating American-focused programming. In addition to its own substantial performance season and long-standing partnership with Pacific Symphony, the Chorale is sought regularly to perform with the nation's leading symphonies, having performed with such renowned American ensembles as the Los Angeles Philharmonic, the Boston Symphony, the National Symphony, San Diego Symphony, Los Angeles Chamber Orchestra, Philharmonia Baroque Orchestra, and Musica Angelica.

For more information about Pacific Chorale, please visit [www.pacificchorale.org](http://www.pacificchorale.org).

*Pacific Chorale is an Equal Employment Opportunity Employer and actively and enthusiastically seeks a diverse pool of candidates.*