



## **FINANCE & ADMINISTRATION MANAGER**

**Job Title:** Finance & Administration Manager  
**FLSA Status:** Full-time, Exempt  
**Supervises:** Contracted Accounting/Bookkeeping Firm  
**Job Location:** Santa Rosa, CA  
**Reports to:** President & CEO

**Overview:** Santa Rosa Symphony is one of the Bay Area's leading nonprofit performing arts organizations. With a \$5 million operating budget, the Symphony presents over 40 performances along with a robust portfolio of music education programs that inspire and engage 50,000+ people each season. The Finance & Administration Manager is an important member of the Symphony's management team, and manages the administrative and financial operations of the organization. Working closely with the Symphony's administrative team, Board of Directors, and contracted accounting/bookkeeping firm, the Finance & Administration Manager is responsible for management of financial accounting; preparation of financial statements, budgeting, and the annual audit; banking relations; and the administration of payroll, employee benefits, and personnel policies.

### **Job Duties and Responsibilities:**

#### **Financial Management**

- Maintain sound financial policies, procedures, and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll, and administrative service functions.
- Oversee activities relating to the management and control of cash flow, banking relations, and investments.
- Serve as primary contact with endowment fund managers, ensuring proper accounting for all investment accounts and transactions.
- Manage the Symphony's daily administrative and financial activities, including financial record keeping, deposit processing, production of financial statements, and personnel records.
- Prepare special analyses as needed.

#### **Budgeting and Planning**

- Manage the preparation of organizational operating budgets and forecasts with staff and President & CEO.
- Provide senior staff with ongoing budget analysis, assisting departments in adhering to approved budgets.

#### **Record Keeping**

- Manage Symphony's contracted accounting/bookkeeping firm as they provide ongoing accounting, payroll, and audit preparation services, ensuring flow of information, accuracy of books, and compliance with legal requirements and organizational objectives.
- Oversee the preparation and maintenance of property, equipment, and instrument inventory records and maintain accurate fixed asset schedules.

- Assist the development department in preparing grant requests/reports for various donors, foundations, and government funders, and in monitoring and compliance with said terms as well as conditions of all planned gifts.

#### **Audit**

- In collaboration with Sprchrgr and auditors, oversee, manage, and coordinate the annual financial audit process.
- Work with auditors in preparation of annual audit report and filing of tax and other charitable registration forms; assure distribution of reports as required.
- Develop internal audit procedures to ensure that systems are functioning as planned.

#### **Personnel**

- Manage the hiring and onboarding processes for new employees.
- Oversee benefits program, including retirement plan and health, dental, vision, and long-term disability insurance plans, maintaining accurate records and filing required reports.
- Maintain comprehensive personnel files for staff.
- In collaboration with the President & CEO, review, implement, and manage personnel policies.

#### **Administrative**

- As staff liaison for Finance Committee, manage the preparation of monthly financial statements for reporting to the committee; attend meetings and maintain minutes.
- Coordinate the administration of all operating leases and contracts, insurance (general liability, property, umbrella, workers comp & directors and officers), audit services, maintenance contracts and other services.
- Develop purchasing policies and procedures and direct/monitor their implementation.
- Prepare and compile information from the Symphony's records for use in League of American Orchestras, Association of California Symphony Orchestras, and other orchestra/non-profit 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 requested by President & CEO.

#### **Qualifications:**

- 5+ years of experience in accounting, finance, operations management, or a related area, preferably in the nonprofit sector.
- Bachelor's degree in accounting, finance, business administration, or a related field a plus.
- Experience coordinating and managing audit activities, financials reporting, budget development and analysis, accounts payable and receivable, payroll, personnel benefits, and relationships with vendors.
- Familiarity with tax and other compliance implications of 501c3 nonprofit status.
- Proficiency with cloud-based software, including Microsoft 365, CRM databases, QuickBooks Online, Bill.com, and Divvy.
- Exceptional attention to detail and ability to coordinate multiple tasks, set appropriate priorities, manage time, and meet deadlines.
- Excellent communication and relationship-building skills with the ability to work with a variety of internal and external stakeholders.
- Ability to work independently as a motivated self-starter while exercising judgment and initiative, and with a collaborative team.
- Passion for classical music, music education, and the performing arts.
- Valid CA driver license.

**Working Conditions:**

- Ability to sit or stand for prolonged periods of time.
- Ability to work on a computer in an office environment.
- Ability to lift and carry up to 20 pounds periodically.

**Position:**

The Finance & Administration Manager is a full-time, exempt position based at the Symphony's office in Santa Rosa. The Symphony offers a hybrid work environment to its administrative employees. In addition to regular business hours Monday-Friday from 9:00am-5:00pm, some weekend and evening hours throughout the year will be required for performances, meetings, and other events.

**Compensation:**

Salary range for this position is \$75,000-\$90,000, depending on experience. Compensation package includes 100% employer-sponsored health, dental, and vision insurance, 401k plan, and paid vacation, holidays, and sick leave.

**To Apply:**

Email cover letter and resume as a single PDF by January 5, 2024, to J. Andrew Bradford, President & CEO, at [abradford@srsymphony.org](mailto:abradford@srsymphony.org). Include job title in subject line. No phone calls, please.

The Santa Rosa Symphony is committed to providing equal opportunity for all persons employed or seeking employment with the Symphony. Candidates who identify as Black, Indigenous, or People of Color are strongly encouraged to apply. The Symphony will recruit, hire, retain, promote, and otherwise treat all employees and job applicants equally, without regard to race, color, religion, national origin, gender, age, physical or mental disability, marital status, medical condition, sexual orientation, veteran status or any other basis prohibited by applicable law.

## About Santa Rosa Symphony

Now in its 96<sup>th</sup> season, the Santa Rosa Symphony is one of the oldest symphony orchestras in the western states. Located in Sonoma County's picturesque wine country, Santa Rosa, California has forged an identity as a place in love with classical music. Few cities in America of comparable size support a regional symphony association so vital, dynamic, and innovative.

Santa Rosa Symphony is the resident orchestra performing in Weill Hall at Sonoma State University's Green Music Center. The 1,400-seat Weill Hall is magnificent and impressive, featuring beautiful views of the rolling hills. One of the most acoustically-superb concert venues in the world, Weill Hall was designed to replicate the intimacy and acoustics of Vienna's Musikverein and Seiji Ozawa Hall at Tanglewood, where the Boston Symphony performs during the summer.

Santa Rosa Symphony performs seven classical concert sets – with three performances of each set – in Weill Hall from October through May. Other programs that reach diverse local audiences include a Pops Series, a Family Series, and Free Concerts for Youth.

Francesco Lecce-Chong, our charismatic Music Director and Conductor, joined the organization in 2018 and is now in his sixth season. A Solti Foundation Award winner, the Boulder, Colorado native began conducting at the age of 16 and graduated from the Mannes College of Music and Curtis Institute of Music, where he studied with Otto-Werner Mueller. His captivating command at the podium draws rave reviews.

Widely recognized as one of the area's premier cultural institutions, the Santa Rosa Symphony is not only renowned for artistic excellence, but also acclaimed for our outstanding Institute for Music Education. Through ambitious community outreach, we nurture bright futures for 20,000+ youth annually. Music education programs include: six youth ensembles, an instructional summer music academy, in-school programs, and Free Concerts for Youth at Green Music Center.

The Santa Rosa Symphony Association is governed by a 36-member Board of Directors and run by a dedicated, professional staff. The Symphony is supported by active Emeritus Advisors, the Santa Rosa Symphony League, and countless other contributors: loyal and generous sponsors, donors, patrons and volunteers. The Symphony is financially sound and has maintained a cash-positive position for nearly two decades. The Santa Rosa Symphony is a member of the Association of California Symphony Orchestras and The League of American Orchestras.

For more information, visit [srsymphony.org](http://srsymphony.org).