

CHICAGO SINFONIETTA JOB DESCRIPTION

Position Title: Finance Officer

Reports to: Chief Executive Officer, Chief Operating Officer

Classification: Part-Time, Non-Exempt

ORGANIZATION

Chicago Sinfonietta (CS) was founded 30 years ago by pioneering conductor Paul Freeman with a vision to promote diversity, equity, and inclusion in classical music. Through its performances and community programs, the Sinfonietta fosters the talents of emerging and established soloists, composers and musicians of diverse backgrounds as it creates new, more inclusive audiences for symphonic music.

The Sinfonietta realizes its mission through the presentation of subscription series at Orchestra Hall and at Wentz Concert Hall in Naperville. Additionally, the orchestra will occasionally present stand-alone concerts at venues like Pritzker Pavilion in Millennium Park, and provides educational and outreach programs throughout the city and suburbs for elementary and high school students, and professional development opportunities for early career, diverse musicians, conductors, and administrators.

DESCRIPTION

The Finance Officer is a senior management position with oversight and in some cases, direct responsibility for: financial planning and analysis, goal setting and budgeting; accounting and auditing; payroll; employee benefits; insurance; leases, licensing, and purchasing; and, other related concerns. The Finance Officer works with Sinfonietta's Bookkeeper and provides oversight and direction to that person.

The Finance Officer works closely with the CEO, COO, Treasurer and Finance Committee to provide strong financial structures and high-performance metrics within each area of the organization. He/she provides the CEO, COO, and Finance Committee with timely, accurate, and useful reports reflecting CS's financial position and activities, maintains accurate and proper corporate records, and assures compliance with all state and federal regulatory requirements.

This position is meant to be part time with high level oversight over the finance department. Ideally, we envision this position to be 1-2 days per week maximum with more time front loaded during the initial transition into the position.

RESPONSIBILITIES

Specific duties and responsibilities include:

- Serve as advisor to the CEO, COO, and Senior Management team in setting and delivering CS's financial goals. Oversee the work of the Bookkeeper.
- Manage the annual audit and end-of-year close-out/reporting.
- Conduct or review monthly account reconciliations and ensure adequate financial controls are in place and fully implemented.
- Work with Senior Management and individual departments to prepare annual operating budget, cash flow projections, p&l analyses of business unit activities for review/approval by CEO, COO, Finance Committee and Board of Directors.
- Review and maintain records of all business transactions and contracts which give rise to obligations for CS, including: rental and lease agreements for office space, communications equipment, computer/web hardware and software, etc.
- Serve as staff liaison to Board Finance Committee, which oversees CS's annual operations, financial protocols, audit, and investments, ensuring that the organization's financial

considerations are conducted in accordance with GAAP, UPMIFA (reporting for not-for-profit endowment funds) and CS's policy and procedures set forth by the Board of Directors.

- Invest CS's funds when practical, Board Reserves, and excess operating funds in accordance with the Investment Policy and Procedures set forth by the Board of Directors.
- In coordination with the Development Department, assist in the preparation of letters of inquiry, grant proposals, compliance and stewardship reports in support of institutional and major individual donor requirements, including temporarily restricted endowment accounts.
- Maintain CS's relationships with financial institutions (operating funds, endowments, and lines-of credit) and manage a line of credit to ensure adequate cash flow to facilitate CS's operations.

PROFESSIONAL REQUIREMENTS

- Accounting degree or commensurate experience required including planning, budgeting and financial management skills
- Knowledge and experience working with accounting software, in particular FundEZ
- Experience in stewardship and accounting requirements for individual, institutional, and government grants
- Interpersonal skills necessary for working in a collegial, mission-driven organization focused on improving quality and productivity, reducing costs and developing people, and systems to enhance the organization
- Bachelor's degree required, Master's degree in Business Administration, CPA, or equivalent preferred
- 5-8 years experience in business and financial management, knowledge or experience in the nonprofit sector preferred
- Strong technical skills and experience with a Windows-based computing environment
- An interest in classical music would be helpful in understanding CS's culture and vision

Please send resume and cover letter to:

Courtney Perkins
cperkins@chicagosinfonietta.org
No phone calls please

Chicago Sinfonietta is an Equal Opportunity Employer