



KALAMAZOO  
SYMPHONY  
ORCHESTRA

DIRECTOR OF FINANCE & HR

Part-time

JOB OPENING | September 2020

The Kalamazoo Symphony Orchestra is seeking qualified candidates for a Director of Finance & Human Resources to join our collaborative, enthusiastic team. You will report to the Executive Director and join our senior leadership team. This is a part-time, flexible position.

Founded in 1921, the Kalamazoo Symphony Orchestra is Southwest Michigan's premiere musical organization and the state's third largest orchestra. Serving Michigan's sixth largest metropolitan area, the KSO provides more than 40 concert performances each year and reaches more than 31,000 adults and youth annually through exceptional symphonic music, world-class guest artists, and a vibrant educational program.

Our mission is to serve our community through outstanding musical listening and learning experiences. You will help carry out this mission in an environment where you are valued for the work you do and have an opportunity to make a difference in the community.

**Position Summary:**

The Director of Finance & HR is responsible for the accuracy, reporting and oversight of the KSO's finances and will support the organization in financial stewardship, planning, analysis, risk management, and some human resources functions.

The ideal candidate will have high-level nonprofit financial and operations management experience, including financial reporting, and cash flow forecasting and projections. The position requires strong strategic and analytical skills and a firm understanding of donation booking, restricted vs. unrestricted grants, multi-year pledges, and board-level reporting. Candidate will provide leadership to a staff of two.

This individual will be a self-starter and will be able to succeed in a dynamic, fast-paced, and growing performing arts institution. They will, ideally, have an appreciation for the arts or symphonic music.

**Responsibilities:**

- Maintain responsibility for regular financial reporting and analysis
- Review monthly bank reconciliations, endowment & investment reports; review statements for proper entry of cash receipts, accounts payable, and payroll activities; review payroll tax reports and forms for accuracy
- Assist the Executive Director in preparing and tracking the annual operating budget
- Coordinate and lead the external audit and tax return processes and accompanying schedules, liaise with accounting partners and the Finance, Audit, and Investment Committees of the Board of Directors

- Ensure compliance with appropriate GAAP and regulatory requirements
- Draft finance policies and procedures as needed
- Update accounting schedules on a monthly basis; make standard general ledger journal entries
- Oversee some human resource functions, organizational insurance and retirement policies
- Other duties as requested or assigned

**Qualifications:**

- Bachelor’s degree with a minimum five years of experience in a financial position. Non-profit 501(c)3 experience, a plus
- Experience with QuickBooks
- Able to become familiar with the KSO’s CRM system, Tessitura
- Detail-oriented, experience handling multiple projects, prioritizing workflow, and ability to meet deadlines, problem solve and work independently
- Experience with HR management
- Strong written and verbal communication skills
- Highly self-motivated, metrics driven, and goal oriented
- Ability to speak articulately with boards and high-level volunteers
- Diplomacy in handling sensitive and confidential information
- Must have strong problem-solving skills, be able to work as part of a high-functioning team

The Kalamazoo Symphony offers a competitive salary. This position is eligible for some benefits.

**To Apply:**

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, and a resume in PDF format to at [HR@kalamazoosymphony.com](mailto:HR@kalamazoosymphony.com). For best consideration, please apply by September 25, 2020. Applications will be considered until the position is filled. No phone calls, please.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at [KalamazooSymphony.com](http://KalamazooSymphony.com).