

Director of Finance

Reports to: Executive Director

Ex-officio: Finance/Investment Committee and Audit Committee

Reporting to the Executive Director and serving as an integral member of the senior management team, the Director of Finance will be responsible for the development of Orpheus' financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the Director of Finance will be charged with developing and implementing more sophisticated policies and procedures both in the finance and general operational realms.

The Director of Finance is also responsible for the preparation of the annual operating budget and long-range plan financial projections, coordination and oversight of the annual audit, monthly financial statements, cash management, banking relations, information systems management, facilities operations and the administration of payroll, employee benefits, and personnel policies.

JOB DUTIES AND RESPONSIBILITIES:

Strategy, Vision and Leadership

- Advise the Executive Director and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the finance and audit committees; effectively communicate and present critical financial matters at board and committee meetings.
- Contribute to the development of Orpheus' strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking, lease, and management negotiations.

Institutional Operations

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Plan, coordinate, and execute the annual budget process.

Financial Management

- Improve administrative and operational accounting services such as treasury management, 401k plan, grants payment processing, payroll, accounts payable, and purchasing.
- Develop sound financial and administrative policies and procedures and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll, and administrative services functions.

- Implement and monitor policies, procedures, and internal controls to ensure accuracy and efficiency.
- Establish and maintain Accounting Manual documenting all internal accounting controls for the Orchestra in compliance with GAAP.
- Direct activities relating to the management and control of cash flow, banking relations, and investments.
- Participate in the Board's development of investment policies and strategies. Serve as primary contact with fund managers and ensure proper accounting for all investment transactions.
- Manage Orpheus' daily administrative and financial activities, including financial record keeping, production of financial statements, and personnel records.
- Prepare special analyses as required.

Budgeting and Planning

- Work with the Finance Chair, Board of Directors, and the Executive Director in the development of financial objectives for the Orchestra.
- Direct the preparation of organizational operating budgets and forecasts with staff, Executive Director and Chair of the Finance Committee for Finance Committee and Board approval.
- Prepare operating budgets and forecasts for all financial functions; monitor revenues and expenses against approved budget. Recommend and monitor expense control initiatives.
- Prepare analyses of variances and recommend revision of plan and budget.
- Work closely with Executive Director and other designated staff in long-range planning for the Orchestra and prepare budgets for plan.

Record Keeping

- Direct the timely preparation and maintenance of all accounting records and provide appropriate financial/statistical reports.
- Maintain the Orchestra's revenue and expense records, produce monthly financial statements, process accounts payable and accounts receivable and process deposits.
- Establish and direct payroll and tax payment systems; direct the preparation and maintenance of all payroll records and reporting, assuring compliance with all legal requirements and organizational objectives.
- Review external payroll reports to ensure all federal, state, and local income tax forms, withholding forms, and other forms are being submitted as required.
- Direct the preparation and maintenance of property, equipment, and instrument inventory records and establish depreciation schedules.
- Ensure compliance with all financial/tax reporting requirements of agencies/foundations.

Audit and Internal Controls

- Review audit needs of the Orchestra; make recommendation as to selection of auditors.
- Direct preparation for audits.

- Work with the auditors in preparation of the annual audit report and filing of tax reports. Review and approve all drafts; assure distribution of reports as required.
- Respond to auditor's findings and recommendations in consultation with Audit Chair and Audit Committee, taking action as appropriate.
- Develop internal audit procedures to ensure that systems are functioning as planned.
- Ensure that a copy of the most recent IRS form 990 and Schedule A are available for review according to federal law.
- Maintain and update as needed all other policies not limited to Employee Manual; Record Retention and Document Destruction, Whistleblower and Conflict of Interest Policies.

Board of Directors

- Staff the Finance/Investment and Audit Committees; interact with committees of the Board and individual Board members as needed.
- Prepare all interim reports as requested by Chair of said committees and/or Board.

Personnel/Human Resources

- Direct the establishment of personnel policies for the administrative staff.
- Direct the execution of all benefits programs, including retirement programs, health insurance, and all other types of institutional insurance, maintaining accurate records and filing all required reports.
- Maintain employee records (both staff and orchestra) showing date of hire, compensation and benefits, leave records, and other pertinent personnel data.
- Prepare and file employer reports to government agencies, insurance companies, union, etc.

Administrative

- Develop purchasing policies and procedures and direct/monitor their implementation.
- Hire, train, manage, and evaluate all finance/administrative staff.
- Serve as part of senior management to assist the Executive Director in setting and implementing administrative and artistic policies established by the Board.
- Perform other duties as assigned by the Executive Director.

Qualifications

- Minimum 5 years' experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Entrepreneurial team player who can multitask

- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively
- Interface with senior management, Orpheus' board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker
- Passion for Orpheus' mission

Software skills

- Experience with QuickBooks, Excel and ADP, or other payroll software, essential.

Salary commensurate with experience.

Please send resume and cover letter to Info at info@orpheusnyc.org. No phone calls please.

Orpheus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.