



QUAD CITY SYMPHONY ORCHESTRA
MARK RUSSELL SMITH, MUSIC DIRECTOR AND CONDUCTOR

The Quad City Symphony Orchestra Association (QCSOA) announces the following full time exempt, administrative opening:

DIRECTOR OF FINANCE

JOB SUMMARY:

The Director of Finance is a full-time exempt leadership position responsible for the business and financial operations of the organization, including financial planning, controls, and reporting. The Director of Finance is responsible for the preparation of the annual operating budget and long-range plan financial projections, monthly financial statements, banking relations, information systems management, operations, and the administration of payroll and employee benefits. The Director of Finance reports to the Executive Director, works with all administrative staff members, and is a member of the senior staff team.

JOB DUTIES AND RESPONSIBILITIES:

- **Financial Management**
 - Develop and implement sound financial and administrative policies, procedures and internal controls for accounting, auditing, budgeting, invoicing, purchasing, inventories, payroll, and administrative services functions. Monitor policies, procedures, and internal controls to ensure accuracy and efficiency.
 - Direct activities relating to the management and control of cash flow, banking relations, and investments.
 - Develop and implement purchasing policies and procedures.
 - Manage the Association's daily financial activities, including financial record keeping, production of financial statements, and personnel records.
 - Prepare special analyses as required.
 - Participate in the Trust Board of Director's development of investment policies and strategies. Serve with Executive Director as primary support for the Endowment Trust organization and ensure proper accounting for all investment transactions.

- **Budgeting and Planning**
 - Collaborate with the Association Board of Trustees President, Treasurer, and the Executive Director to develop financial objectives for the Association.
 - Direct the preparation of organizational operating budgets and forecasts with staff and the Executive Director for Finance Committee and Board approval.
 - Prepare operating budgets and forecasts for all financial functions.
 - Monitor revenues and expenses against approved budget, recommending expense control initiatives as needed. Prepare analyses of variances and recommend revision of plan and budget.
 - Work closely with Executive Director and other designated staff in long-range planning and budget preparation for the Association.



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- **Record Keeping**
 - Direct the timely preparation and maintenance of all accounting records and provide appropriate financial and statistical reports.
 - Maintain the Association's revenue and expense records, produce monthly financial statements, process accounts payable and accounts receivable, process deposits, and maintain annuity records.
 - 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.
 - Prepare and submit federal, state, and local income tax forms, withholding forms, and other forms as required.
 - Direct the monitoring and compliance with the terms and conditions of all planned gifts.
 - 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 Income Tax Reporting**
 - Review the Association's audit needs and make recommendation for auditor selection.
 - Direct audit preparation in conjunction with the Treasurer of the Board of Trustees and the Finance Committee.
 - Work with auditors to prepare 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 Finance Committee, taking action as appropriate.
 - Develop internal audit procedures to ensure systems are functioning as planned.
 - Ensure a copy of the most recent IRS form 990 and Schedule A are available for review according to federal law.
- **Board of Trustees - Association**
 - Attend all Finance Committee meetings and prepare all relevant reports.
 - Interact with committees of the Board and individual Board members as needed.
 - Prepare monthly financial statements and interim reports as requested by the Executive Director, Finance Committee, and/or Executive Committee.
 - Attend all full Board of Trustees meetings and prepare relevant reports.
 - Board of Directors – Trust (Endowment): Attend all Trust Management Committee meetings and prepare all relevant reports; interact with members of the Board as needed.
- **Personnel**
 - Implement and maintain accurate records of all benefits programs, including retirement programs, health insurance, and all other types of institutional insurance, filing required reports as developed by the Executive Director and Compensation Committee.
 - Maintain employee records showing date of hire, compensation, benefits, leave records, and other pertinent personnel data.



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- Prepare and file employer reports to government agencies, insurance companies, and musicians union. Carry out organizational and personnel surveys as needed.
- Manage and delegate work to part-time Accounting Assistants.
- **Administrative**
 - Coordinate the administration of all operating leases and contracts, including computer services, insurance, audit services, building lease, maintenance contracts, and other services with the Office Manager where relevant.
 - Ensure that artist/performer contracts are not at variance with Association objectives, including compliance with tax laws and adequate insurance endorsements.
 - Review all contracts for Executive Director's signature including guest artists, major contracted services, and staff employment offers with advice from legal counsel.
 - Serve as part of the senior management team to assist the Executive Director in setting and implementing administrative and artistic policies and strategy established by the Board.
 - Work with the Association's attorney to resolve legal matters when necessary.
 - Keep abreast of recent trends, developments, and research on nonprofit management and performing arts organizations.
 - Perform other duties as assigned by the Executive Director.

This job description is subject to change and is not designed to be a full listing of activities, duties, or responsibilities required by the employee.

QUALIFICATIONS:

- Candidates with a four-year bachelor's degree in finance, accounting, business, or another related field is strongly preferred.
- Knowledge and proficiency with QuickBooks, Microsoft Word, Excel, and Outlook are required.
- Knowledge of working in a CRM database preferred (QCSO uses Patron Manager – Salesforce).
- Excellent communication and interpersonal skills, the ability to relate to a diverse range of constituents, and the ability and willingness to model the mission and high standard of behavior of the QCSO.
- Understand high level of discretion and ethics and be able to communicate examples of maintaining confidentiality.
- Ability to work independently and ask questions when appropriate.
- Ability to manage multiple projects with a strong attention to detail.
- Consent and ability to pass background and credit checks.

COMPENSATION:

Compensation for this full-time exempt position is competitive and commensurate with experience and includes the following full-time benefits further detailed in the QCSO Employee Handbook:

- Paid time off including holidays, sick/personal days, and vacation days
- Medical insurance for health, dental, and vision
- Worker's compensation benefits
- Retirement savings option



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- Leave options based on eligibility for medical disability, maternity, funeral, court, military, or extended leave
- Complimentary tickets to most concerts & events
- Full tuition waiver for children of employee in Quad City Symphony Youth Ensembles

START DATE:

May or June 2023 preferred.

APPLICATION PROCEDURE:

Please send a letter of intent and resume with three references* via email to: Brian Baxter, Executive Director, bbaxter@qcso.org, no phone calls please.

**References will remain strictly confidential and will only be contacted after an applicant has completed at least one in-person interview.*

SELECTION PROCESS:

Applications will be paper-screened and those demonstrating superior qualifications will be invited to an in-person interview. QC&SO is an Equal Opportunity Employer.

The QC&SOA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. The QC&SO strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. QC&SO believes that discrimination and harassment in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, all employment decisions at the QC&SOA are based on merit, individual qualifications, and job requirements, without regard to age, color, creed, physical or mental disability (including HIV-positive status), gender identity (including transgender or transsexual status), national origin, pregnancy, race, religion, sex, sexual orientation, or any other characteristics protected under applicable federal, state, or local law. The QC&SOA will not tolerate discrimination or harassment based on any of these characteristics.