

Director of Finance & Administration, Non-Profit in Richmond, VA

Would you like to be a part of a centerpiece of Richmond's performing arts community? Would you be excited to help the Richmond Symphony change lives through the power of music? Are you ready to step into a leadership role in financial and human resources management?

Overview

We are seeking a **Director of Finance & Administration (DFA)** for our client, The Richmond Symphony, a growing non-profit organization engaging music lovers young and old for over 60 years!

The DFA is a key member of the Symphony's leadership team and is in charge of the finance and human resources department with one direct report. This role is hands-on and responsible for the organizational management of the finance and accounting functions, ensuring all funds and financial activities are tracked and managed according to accepted accounting practices and applicable laws. The Symphony has an annual budget of \$8.5M+, about 70 professional musicians and benefits from a growing endowment of approximately \$20M overseen by the Richmond Symphony Foundation. The role is located in downtown Richmond, VA reporting to the Executive Director.

The Richmond Symphony strives to create an environment that practices shared values inclusive of the following: Mutual Respect, Empathy, Integrity, Transparency, Trust, Insistence on Excellence, Hunger for Success, Passion, Creativity and Fun. Learn more at richmondsymphony.org!

Summary of Job Responsibilities and Requirements

- Continually maintain with excellence the financial books and records of the Symphony and the Richmond Symphony Foundation
- Ensure that adequate financial controls and financial policies and procedures are in place
- Serve as the staff member in charge of content provided in monthly meetings to the Financial Health Committee of the Richmond Symphony Board of Directors
- Design and prepare the annual budget in consultation with the other senior management staff, incorporating the Big Tent project budget in the overall budget, on a multi-year financial planning basis (including recession planning and other such contingencies)
- Coordinate annual projections of revenues and expenses at key times during the fiscal year
- Prepare for and manage the annual audit
- Data entry of complex payroll; process with support from the Accounting & HR Manager (AHRM)
- Lead AHRM in charge of all benefits plans of the entity, including performing the annual open enrollment and ensuring compliance with regulatory bodies (e.g., IRS, DOL, etc.)
- Responsible for budget and accounting of the Richmond Symphony Foundation; attend quarterly Board of Trustees meetings and serve as staff liaison for the Investment and Banking subcommittee
- Careful analysis and maintenance of proper cash flow of both organizations
- Manage and mentor the AHRM who processes the payables and receivables
- Responsible for administering insurance and information technology needs of the entity
- Maintains banking relationships
- Other special projects and tasks as assigned

Key Qualifications, Skills, and Abilities

- Exhibit relevant leadership experience in finance and human resource functions, exceptional intuitive capabilities, critical thinking skills and attention to detail
- Minimum Bachelor's degree in accounting, finance or similar major; CPA strongly preferred
- Minimum five years of Financial Management experience
- Highly skilled in QuickBooks and Excel; exposure to CBIZ / Millennium a plus
- Experience with administering and processing payroll via QuickBooks
- Non-profit and Boomerang experience a plus
- Prior management of audits and budgeting
- Excellent verbal and written communications skills
- Experience in performing data analysis and financial modeling
- Proven track record of effective time management, very strong organizational skills and extreme attention to detail
- Effectively handles competing priorities and deadlines
- Discreetly manages confidential conversations, correspondence and records with discretion
- Positively relates to a diverse group of people including union, board members and staff
- Promotes and adheres to company's mission, vision and values; policies and applicable laws in a fair and equitable manner
- Represents the organization in a professional manner to the community, vendors, and internal personnel
- Typical full-time work schedule is Monday through Friday
- Offer of employment is contingent upon successfully completing pre-employment background screening and professional references

Competitive Salary & Benefits Package including health, dental, vision, life & disability, paid time off, and retirement match contribution! Professional development reimbursement. Work life balance / flex schedule opportunity. Private office in a fast-paced, open office environment.

Apply by sending your resume and salary requirements to hr@WarrenWhitney.com. This position will remain open until filled.

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