



Position: Director of Finance
Department: Finance and Human Resources
Reports to: President & CEO
Supervises: Accounting Manager

Position Summary

The Virginia Symphony Orchestra seeks an experienced, results-oriented Director of Finance with a passion for the community and the arts. The Director reports to and serves as a trusted advisor to the President & CEO, is a member of the Senior Team, and helps to provide sound financial guidance and reporting to the Board and Senior Management. The Director is responsible for creating and streamlining processes and systems to provide accurate, reliable, and timely financial reports used for strategic and operational decision-making.

The Director is accountable for all financial planning, accounting, the annual audit, cash flow projections and budgetary functions. This position is part of the management team in musician union negotiations and works with outside vendors and service providers such as legal counsel, auditors, and insurance agents.

The Director works with the President & CEO as the Human Resources Officer and oversees the Human Resources functions including payroll, benefits administration and renewals, ACA compliance and investigates and helps to resolve personnel issues. The Director also oversees Information Technology (IT) systems and security within the organization.

This position provides quarterly financial reporting to affiliate – the Virginia Symphony Foundation.

Professional Requirements

- B.S. in Accounting or Finance
- CPA preferred
- 3+ years in accounting in a leadership role
- Experience in not-for-profit accounting required
- Strong analytical and organizational skills
- Skilled in the use of Microsoft products, proficiency in Excel
- Experience in Financial Edge software or other major accounting products
- Experience in Human Resource benefit management

Description of Duties

Financial Responsibilities

- Develop, implement and monitor financial and administrative policies, procedures, and internal controls for accounting, auditing, budgeting, and purchasing.
- Works with senior management to develop and implement strategic plans.
- Monthly preparation of financial statements and variance analysis.
- In coordination with senior management, prepares operating budgets and forecasts and monitor revenues and expenses against budget.
- Prepares governmental grant budgets and financial reporting in coordination with the Development department.
- Forecasts and manages cash flow.
- Preparation of schedules for the annual audit and Form 990 questionnaires. Review of draft audited financial statements and tax returns.
- Oversight and implementation of strong internal controls.
- Primary staff liaison for the VSO Finance (and Audit) Committee.
- Prepares annual reports/surveys and regulatory reporting including: League of American Orchestra salary and statistical surveys, US Census survey, Charitable Solicitation report, workers' compensation audit, BMI & ASCAP reports, admission tax filings, and SCC filing.
- Oversees annual corporate insurance and instrument insurance policy renewals.
- Prepares quarterly financial statements, calculates annual distribution and monitors/distributes Vision Forward campaign funds to affiliate – the Virginia Symphony Foundation.

Human Resources Responsibilities

- Oversees aspects of the Human Resource function including payroll, employment policies and handbook, annual benefit renewal census/policy selection, compliance with Collective Bargaining Agreement compensation/benefit terms, and onboarding/offboarding of staff and musicians.
- Works with the negotiation team evaluating financial impacts of union proposals on organization's finances. Assists with union negotiation strategies.
- Works with the President & CEO to resolve personnel issues.
- Analyzes and prepares annual ACA testing and reporting.
- Oversight of Flex Spending Section 125 plan and related reporting.

IT Responsibilities

- Oversight of Managed IT Service firm and network, email and IT systems.
- On-site administrator for software purchasing and installation.
- Maintains IT inventory list.
- Provides managed service firm employee onboard/offboarding IT instructions.

Performs other duties as those arise.

Compensation depending on experience: \$100,000-110,000

The Virginia Symphony offers a generous benefits package and a flexible work environment.

To Apply:

Interested candidates should send a cover letter and resume to Dr. Andrea Warren, President & CEO at awarren@virginiasymphony.org

VSO Statement on Attracting Candidates from All Backgrounds

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.