

**Tucson Symphony Orchestra  
Position Description**

POSITION: **Director of Finance**  
DEPARTMENT: Finance  
SUPERVISOR: Executive Director  
POSTING DATE: May 21, 2010

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**Position Overview**

The Director of Finance is responsible for the Tucson Symphony Orchestra's Finance, Accounting, Payroll, Human Resources, Information Technology, and Facility Management functions.

**Reporting Relationships**

The Director of Finance:

- Reports to the Executive Director and serves as a member of the Senior Staff Team.
- Serves as the primary staff liaison to the Finance, Investment, and Audit Committees of the Board of Trustees and the Board Treasurer.

The following staff positions report directly to the Director of Finance:

Accountant (part-time)  
Human Resource Administrator (part-time)

**Compensation**

\$55,000, commensurate with the duties of the position and qualifications of the hired candidate.

**Duties – Accounting and Finance**

- Establish and implement policies for financial management of the Orchestra.
- Maintain accounting systems providing adequate controls over revenues, expenses, assets, and liabilities, and in accordance with Generally Accepted Accounting Principles as applicable to 501(c)3 organizations (net asset accounting).
- Oversee the accounting function, assure the completion of monthly and annual closing and report preparation.
- Guide the preparation for, and the completion of, the annual independent audit and annual external reporting processes.

- Monitor financial performance and provide the Executive Director and members of the Senior Staff Team with timely notice of significant variances in performance measures and financial forecasts.
- Assure that the Orchestra's assets are managed and conserved in accordance with institutional goals and policies.
- Lead efforts to develop long-range financial and operating forecasts and monitor performance in comparison to planning assumptions.
- Provide financial planning and analysis expertise in support of the activities of the Board of Trustees, the Executive Director, the Senior Staff Team and other staff members.
- Assure compliance with all regulatory requirements pertaining to financial operations, taxation, corporate reporting, employee benefits, insurance, workplace conditions, and related matters.
- Direct the treasury function and short- and long-term investments to meet the Orchestra's liquidity requirements to maximize revenue and minimize debt.
- Provide the Executive Director, Senior Staff Team, and other staff with timely, complete and accurate financial reports in accordance with information requirements.
- Serve as a liaison with the Treasurer, the Finance, Audit Committee, and Investment Committees of the Board of Trustees providing reports and information on a timely basis.
- Collaborate in the preparation, submission, management, and related reporting for grants and other fundraising initiatives.
- Manage preparation of all operating budgets, periodic financial reports, and other internal and external financial and activity reports.
- Oversee the development and management of the Orchestra's facility and capital budget.
- Coordinate activities pertaining to financial transactions and reporting in the various Orchestra departments to assure efficiency and integration of information.
- Manage the Orchestra's relationship with financial service providers including banks, investment advisors, independent auditors, employee benefit providers, and others.
- Minimize the Orchestra's financial and operating risks by maintaining appropriate insurance coverage, physical inventory systems, and related policies.

### **Duties – Information Technology**

- Oversee all aspects of the Orchestra's Information Technology including staff resources and outside service providers.
- Assure that the Orchestra maintains the best possible information technology resources in accordance with financial and operational constraints.
- Develop, implement, and assure compliance with policies and procedures related to the use of the Orchestra's information technology including system resources, hardware, software, security, back-up and retention, and data management issues.
- Manage external information technology support resources.
- Provide technology training and support resources for Orchestra staff.

### **Duties – Payroll and Human Resources**

- Develop, implement, and oversee personnel policies.
- Manage union and non-union payroll administration.
- Develop and maintain documented job descriptions for all staff functions.
- Collaborate with other members of the Senior Staff Team to recruit and retain personnel.
- Establish fair, reasonable, and effective performance evaluation program including appropriate procedures for performance development and termination.
- Coordinate training and professional development initiatives.
- Assure compliance with all laws and regulations regarding personnel administration, workplace conditions, and employee benefits.
- Manage employee benefit programs in accordance with laws and regulations and organizational policies and objectives.
- Complete all regulatory and compliance reporting in a timely and accurate manner.
- Serve as an internal expert on matters pertaining to personnel management, hiring, retention, termination, benefits, performance management, discipline, and internal conflict resolution.
- Support collective bargaining with union employees by providing analysis and data.

- Manage and minimize the Orchestra's risk related to employment matters by assuring the implementation of appropriate policies and procedures in collaboration with the Executive Director, other members of the Senior Staff Team, and the Orchestra's legal counsel.

#### **Duties – Other**

- Oversee facility management including maintenance, office systems and equipment, phone systems, and insurance.
- Assume a leadership role in special projects as directed.
- Serve as a spokesperson for the Orchestra as required.

#### **Qualifications**

- Degree in accounting or related finance discipline; MBA and/or CPA preferred.
- Expert knowledge of net asset accounting and FASB requirements as applied to not-for-profit organizations.
- Five or more years experience in accounting/finance at the Controller level or higher. Non-profit experience required.
- Strong knowledge of PC-based information technology systems including network administration. Demonstrable experience in Microsoft Office applications and Solomon accounting systems required. Experience with Blackbaud products (Raisers' Edge and Patron Edge) strongly preferred.
- Significant knowledge of applicable laws and regulations pertaining to human resource management and benefit administration.
- Ability to communicate effectively with diverse constituencies including staff at all levels, trustees, donors, musicians, and volunteers.
- Ability to resolve complex issues relating to broad financial and administrative challenges.
- An entrepreneurial spirit with the interest and ability to identify and leverage opportunities for organizational growth and development.
- Ability to work under pressure, adapt easily to changing situations and priorities and to meet multiple, critical deadlines and goals.
- Skilled in creating and promoting a collaborative and team-oriented work environment.
- Proven ability to gain and retain the confidence of the Board of Trustees, Executive Director, and staff.

## **Organizational Profile**

The Tucson Symphony Orchestra, entering its 82<sup>nd</sup> season, is a Group 3 orchestra with a 2010-11 budget of \$3.45 million. The Orchestra's programs serve an annual audience of approximately 125,000 in one of the fastest growing and most culturally vibrant cities in the country. George Hanson, in his fifteenth season as Music Director and Conductor, is widely acknowledged for having built the TSO into an orchestral ensemble of high and consistent artistic achievement earning the praise of audience and critics alike. The Orchestra presents a performance season including a seven-concert classical series (fourteen performances), four TSO Pops! cycles (eight performances), four chamber orchestra programs (seventeen performances), annual special programs, various regional performances, youth concerts and a wide array of recital, educational and community programs performed by several chamber ensembles.

## **To Apply**

Send resume and cover letter to: [tso@bsquaredconsulting.com](mailto:tso@bsquaredconsulting.com)

The Tucson Symphony Orchestra is an equal opportunity employer and seeks diversity with respect to race, ethnic, culture, gender, age, sexual orientation, and physical abilities.