Job Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Director of Finance (part time)</th>
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<tbody>
<tr>
<td>Hours</td>
<td>Part-time, year-round (approx. 20 hrs./week)</td>
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<td>Reports To</td>
<td>Managing Director</td>
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<td>Application Deadline</td>
<td>Ongoing, until filled</td>
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<td>Manages</td>
<td>N/A</td>
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<tr>
<td>Start Date</td>
<td>September, 2022</td>
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Organizational Background

The Boston Philharmonic Orchestra Corporation (BPO) is a not-for-profit organization committed to bringing passionate music-making to the world. The Orchestra provides opportunities for an evolving community of professional, student, and amateur players to perform together, present challenging classical repertoire and enhance the public’s awareness and understanding of this music.

The Boston Philharmonic Youth Orchestra (BPYO) expands the impact of BPO with a mission of shaping future leaders through music.

In light of BPO’s belief that music is for everyone, education and outreach are at the core of BPO’s activities, seeking to open up the art form to all those who may otherwise never have the opportunity to explore and experience its transformative power.

Job Responsibilities

The Director of Finance is a part-time (20 hours/week) position responsible for performing all accounting tasks to ensure that BPO’s financial activities are recorded timely, accurately and consistently.

- Maintain audit-ready system for financial transactions, including supporting documentation.
- Prepare invoices and accounts receivable.
- Record donations, ticket sales and other revenue.
- Record all expenses, track payables and payment terms, and prepare documentation for payments.
- Reconcile monthly bank statements for cash and investment accounts.
- Maintain files for restricted income.
- Prepare payroll and employee reimbursements; review all payroll tax filings prepared by the professional service provider.
- Maintain personnel files and employee benefits records.
- Prepare overhead cost allocations.
- Prepare monthly financial statements for Managing Director and Finance Committee/Board of Directors.
- Prepare all schedules necessary for the annual audit and tax filings.
- Assist the Managing Director in the preparation of the annual budget.
• Other finance or operations related duties as assigned.

Qualifications

• Academic and/or professional credential in accounting and specific experience in non-profit accounting and reporting.
• Excellent oral and written communication and interpersonal skills.
• Rigorous attention to details and deadlines.
• Proficiency in Quickbooks and Excel required; familiarity with Salesforce or similar databases preferred.
• Ability to work independently but also effectively within a small, dynamic group.

To Apply

Send a resume and a cover letter highlighting your experience and qualifications to Elisabeth Christensen, Managing Director (personnel@bostonphil.org), subject line: BPO-Director of Finance.