



# EUGENE SYMPHONY

## FINANCE & ADMINISTRATIVE DIRECTOR

### JOB DESCRIPTION

As a senior member of the Symphony's management team, the Finance & Administrative Director is responsible for all financial and administrative operations for the Eugene Symphony Association and its related Endowment Fund. The Finance & Administrative Director works in close collaboration with other senior members of the administrative team, the Treasurer, and the Board of Directors to determine, implement, and monitor revenue and expense budgets which enable the Association to maximize its capacity and effectiveness. The Finance & Administrative Director oversees multiple areas, including payroll and payables, human resources, information technology systems, administrative functions, and an annual audit. The Finance & Administrative Director supervises staff and volunteers in the execution of financial and administrative duties. This position requires skills in budget oversight, daily management of all monies sound judgment, an ability to function as a team player, a strong sense of ownership over one's work, and a positive, encouraging attitude.

Reports to: Executive Director

Supervises: Accounting Associate, Eugene Symphony Guild and other volunteers, and additional staff as requested

#### Primary Functions:

1. Institute, maintain, and update financial management policies and procedures
2. Create annual operating budgets along with projections three times annually
3. Generate, oversee, and manage all financial and administrative records
4. Prepare for, participate in, and provide communication regarding the annual audit
5. Prepare financial reports for grantors, regulatory agencies, and the IRS
6. Maintain all Human Resource employee records and ensure distribution and implementation of employee benefits
7. Provide volunteer supervision and office management
8. Provide legal support
9. Maintain all insurance policies
10. Administer fixed assets
11. Provide and manage all aspects of information technology
12. Other duties as assigned to assist Board of Directors and Executive Director

#### Function Specifics

##### 1. Institute, maintain, and update financial management policies and procedures

- Develop sound financial policies and procedures and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll, and administrative services.
- Manage and control cash flow, banking relations and investments, and ensure proper accounting for all transactions.
- Manage daily administrative and financial activities, and prepare accurate analyses as requested.

##### 2. Create annual operating budgets along with projections three times annually

- In conjunction with Board President, Treasurer, Executive Director and Board, develop budgets which reflect short and long-term financial objectives for the Association.
- Monitor revenues and expenses against approved budgets, and recommend cost control initiatives. Prepare analyses of variances and advise on revision of budget and projections.

##### 3. Generate, oversee, and manage all financial and administrative records

- Oversee all accounts, ledgers, and financial reporting systems in accordance with appropriate generally accepted accounting standards and in compliance with regulatory requirements.

- Prepare and maintain all accounting records, produce monthly financial statements, process accounts payable and accounts receivable, and deposits.
- Prepare and maintain all payroll records, reporting, and submit federal, state, and local income tax forms, withholding, and other documentation.

4. Prepare for, participate in, and provide communication regarding the annual audit

- Prepare all documents required by the outside auditor per the Audit Information Request (AIR) List.
- Direct the preparation of annual audit and work with auditors in the development of the audit report and filing of tax reports (Form 990 per AIR List).
- Respond to auditor's findings and recommendations and develop internal audit procedures to ensure that systems function as planned.

5. Prepare financial reports for grantors, regulatory agencies, and the IRS

- In cooperation with Development staff, prepare project budgets for grant proposals and reporting.
- Oversee preparation and filing of all local, state, and federal tax returns and additional reporting.

6. Maintain all Human Resource employee records and ensure employee benefits distribution.

- Maintain and update personnel policies for the administrative staff. Implement and monitor tracking systems for employee sick time, vacation usage, and other administrative functions as necessary.
- Provide employee benefits administration and maintain accurate records of all liability, health, and dental insurance policies.
- Prepare and file employer reports to government agencies, insurance companies, union, and any additional reporting as requested.
- Maintain awareness on federal, state, and local changes in Human Resource law and policy.

7. Provide volunteer administrative supervision and office management.

- Maintain office equipment, supplies, and general appearance and function of the administrative office suite.
- Provide daily supervision of office volunteers keeping them aware of changes in organizational policy, staffing and events
  - Provide for effective administrative volunteer training and evaluation opportunities.
- Ensure good maintenance and appearance of office assets.

8. Provide legal support

- Negotiate contracts as needed including hardware and operating leases, computer services, insurance, audit services, building lease, maintenance contracts, and other services.
- Review contracts for guest artist and contracted services agreements, and staff employment offer letters.

9. Maintain all insurance policies

- Maintain Director & Officers insurance, General Liability insurance, and employee health, dental, and vision insurance.

10. Administer fixed assets

- Maintain functionality of all office equipment. Purchase necessary work assets with the advice and consent of the Executive Director.

11. Provide and maintain all aspects of information technology for the office.

- Ensure at all times that all computers have access to the server and internet.
- Call in more experienced outside help when the issue is beyond the scope of the Administrative Director.
- Order computer software and hardware as needed.

12. Other duties as assigned to assist Board of Directors and Executive Director

*The Finance & Administrative Director is expected to work occasional late and weekend hours, and is expected to attend all Board, Executive, and Endowment meetings. The Finance & Administrative Director may delegate any responsibilities to appropriate support staff and volunteers while maintaining final responsibility.*