

Finance Manager Position Description

POSITION:	Finance Manager
REPORTS TO:	Associate Executive Director
POSITION TYPE:	Exempt
SCHEDULE:	Full-time position
COMPENSATION:	Annual Salary: \$40,000
BENEFITS:	
Health Insurance:	100% of premium paid by employer for employee Dependents: Employee funded
Dental Insurance:	Employee funded
Term Life and Long Term Disability Insurance: 403(b) Plan:	100% of premium paid by employer for employee Employees eligible to participate (employer does not presently provide matching contribution)
Leave:	13 days paid holiday leave 12 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days 12 days paid health and wellness leave

Position Summary: The Finance and Administration Manager is charged with ensuring the successful execution of the LPO's financial operations, with a primary focus on bookkeeping, payroll, and monthly financial statements. The Manager is responsible for assisting the LPO's Associate Executive Director and Director of Production with budgeting, long-range financial projections, and banking relations. The Manager manages and executes the annual audit, LED tax credit audit and other audits as they arise. The Manager completes end of year review for all tax forms via the LPO's 3rd party payroll company. The Manager must be proficient in QuickBooks or have the ability to quickly learn the system based on experience with similar accounting software.

Duties and Responsibilities:

- Manage the timely preparation and maintenance of all accounting records via QuickBooks and provide appropriate financial/statistical statements and reports.
- Maintain the LPO's revenue and expense records, produce monthly financial statements, process accounts payable and accounts receivable, process deposits, and maintain annuity records.
- Oversee the maintenance of all payroll records and reporting, consulting with others for compliance with all legal requirements and organizational objectives.
- Ensure compliance with all financial/tax reporting requirements of agencies/foundations.
- Ensure that the LPO's Fiscal Policies and Procedures are implemented appropriately and follow Generally Accepted Accounting Principles.
- Develop sound financial procedures and internal controls for accounting, auditing, budgeting, purchasing, inventories, and payroll activities relating to the management and control of cash flow, banking relations, and investments.
- Manage preparation for audits, create reports for audits, compile and organize support documentation for audits. Respond to external auditors' findings, recommendations and inquiries.
- Make adjusting journal entries at the request of the external auditors.
- Ensure that a copy of the most recent IRS form 990 and Schedule A are available for review according to federal law.
- Ensure accuracy of year-end tax forms including W-2s, 1099s and 1095-Cs and distribute to employees and contractors on or before January 31st.
- Monitor revenues and expenses against approved budgets. Report regularly to department heads and prepare analyses of variances and recommend revisions of budgets, if any.
- Serve as the staff liaison to the Finance Committee; interact with committees of the Board and individual Board members as needed.
- Prepare monthly financial statements and interim reports and cash updates as requested by the Executive Director and Associate Executive Director.
- Assist other departments in carrying out their responsibilities.
- Perform other functions as assigned by the Executive Director and the Associate Executive Director.

Position Requirements:

- Bachelor's Degree required; Master's Degree in finance or business a strong plus.
- Minimum of two years of accounting/bookkeeping experience in an organization of similar or larger size preferred, or equivalent experience in a related field.
- Ability to work with and maintain confidential data.
- Ability to promote a positive and passionate work atmosphere by working and communicating with internal and external contacts in a manner using considerable professionalism, tact and enthusiasm. Ability to interact with others in a manner that inspires trust and confidence.
- Must have passion for excellence along with professionalism, dedication and commitment.
- Excellent planning and organizational skills.
- Outstanding oral and written communications skills.
- Results and team-oriented work style characterized by a creative and tenacious approach to problem solving.

- Ability to use various computer applications including proficiency in the use of Microsoft Office and Excel. Experience with major accounting software, preferably QuickBooks, preferred.

Applications

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge. Electronic submissions are preferred. *(MS Word or Adobe Acrobat attachments only, please.)*

Email: employment@lpomusic.com **Subject Line:** Finance Manager Search

Applications will be reviewed once received.

LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.