



## **Finance Manager (30 hours/week)**

Summermusik with resident ensemble the Cincinnati Chamber Orchestra seeks a Finance Manager to manage the organization's financial records. The person will apply Generally Accepted Accounting Principles to analyze financial information and will be responsible for making the requisite journal entries and preparing account reconciliations in order to present accurate and complete financial statements. The ideal candidate will have a background in nonprofit finance and accounting with an interest in picking up additional skills and contributing to our small arts organization.

A small team of three individuals, the Summermusik administrative staff works collaboratively to successfully produce more than 85 performances annually, including the August Summermusik Festival and various small ensemble performances throughout the community. It is an exciting time to join our team as Summermusik is one of the fastest growing arts organizations in the nation with 100% growth in operating revenue over the last three years and an annual budget approaching \$1 million. Summermusik was recently named one of the top ten most inclusive orchestras in America by the League of American Orchestras.

Reports to: Executive Director (ED)

Deadline to Apply: Until filled

Type of Position: Part-time (non-exempt); Employment at-will

Hours: 30 hours/week, typically within normal business hours with some evening and weekend work for performances or events. Additional hours during August for the annual Summermusik Festival

Compensation: \$25-30/hour, commensurate with experience

Type: Hybrid

Benefits: 3 weeks of Paid Time Off; Health Insurance 50% employer-paid; Life and AD&D Insurance 100% employer-paid; Parking reimbursement

## **Responsibilities and Duties Include:**

### **Financial Management (~25 hours/week)**

#### **Act as overall manager of Financial Management function**

- Ensure that accurate books of accounts are maintained through Quickbooks.
- Maintain bank accounts.
- Review/approve AP and AR.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with the approved budget and prepare updated projections based on actual income and expense activity.
- Manage the endowment process, reviewing and amending distribution percentages quarterly in partnership with members of the Finance Committee.
- Manage the annual audit process.
- Prepare financial reports for grant applications.
- Ensure grants are spent in accordance with grant guidelines.
- Ensure timely vendor payment.
- Maintain accurate and complete records of financial contributions and in-kind support in the CRM database.

### **Office Management (~5 hours/week)**

#### **Act as overall manager of Office Management function**

- Maintain all payroll records and process payroll for administrative and artistic staff.

- Ensure that all employer responsibilities are met and that the org is in compliance with all local, state, and federal laws.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Serve as the staff liaison to the Board
- Maintain accurate insurance to protect the orchestra's assets/property.
- Obtain applicable permits.

### **Box Office (Time spent varies depending on the season)**

#### **Act as overall manager of the Box Office function**

- Manage all ticketing procedures including subscription management, ticketing (online/by phone/in person), vouchers, exchanges, ticket ordering, and mailing, etc.
- Manage the box office and ticket office operations at selected concerts.
- Solicit and coordinate group sales.

### **Other**

- Attend all Board and Finance committee meetings; prepare and present reports for each Board and Finance committee meeting and other committee meetings (as required).
- Other duties as assigned.

### **Qualifications Include:**

- Bachelor's degree in Accounting, Finance, Arts Administration, or similar field
- Knowledge of QuickBooks
- Knowledge of nonprofit GAAP principles
- 1+ years of experience working in nonprofit accounting; 3+ years of experience preferred
- Strong computer skills in Microsoft Office suite and Google Workspace
- Knowledge of CRM database software, such as Spektrix
- 1+ years of box office management experience a plus
- Passion for orchestral music
- Strong analytical skills and the ability to think independently
- Detail-oriented and organized with a demonstrated ability to meet deadlines

### **To Apply:**

Send resume in PDF format and a one paragraph statement of interest in the email body to [gidley@summermusik.org](mailto:gidley@summermusik.org). In the subject line, please reference: Finance Manager

### **Contact:**

**Evan Gidley, Executive Director**  
[gidley@summermusik.org](mailto:gidley@summermusik.org)

### **About Summermusik:**

*Mission:* We create intimate, transformative experiences that connect the musically curious.

Founded in 1974, Summermusik with resident ensemble Cincinnati Chamber Orchestra creates intimate, transformative experiences that connect the musically curious. Under the direction of Music Director Eckart Preu, Summermusik provides a unique and educational musical experience in an intimate setting for both seasoned and novice concert patrons. The Cincinnati Chamber Orchestra is comprised of 33 professional musicians, the ideal ensemble size for presenting orchestral works from classical to pop to the music of world cultures as well as commissioned works by contemporary composers. Often, the ensemble shrinks down to as small as three musicians, allowing the organization to annually present more than 85 performances throughout Greater Cincinnati. Summermusik's signature program, the Summermusik Festival, presents 11 orchestra and chamber music concerts each August, and the Spring We Are One Festival, launched in 2022, amplifies under-consulted voices by acknowledging historical and contemporary inequities and celebrating unique cultures.

For additional information about Summermusik, visit [www.summermusik.org](http://www.summermusik.org).

**Summervisik is an Equal Opportunity Employer:** Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job-related disability or marital status.