**JOB TITLE: DIRECTOR OF FINANCE**

**SUMMARY**

The Charleston Symphony Orchestra (CSO) is a Not for Profit organization (501c3) and is the largest performing arts organization in Charleston, South Carolina. Its mission is to, “Inspire and engage our community through exceptional musical performances and educational programs.” The budget is currently in excess of $3.5 Million. It has a varied schedule of performances and educational/community engagement activities. This position is responsible for all of the accounting of financial activities for the Charleston Symphony Orchestra. This position will support the CSO in its effort to have modern polices and processes that ensure organizational success, accurate financial reporting, and a reputation of transparency for its stakeholders.

**REPORTING STRUCTURE:**
Reports to the Executive Director

**RESPONSIBILITIES:**

- Responsible for all financial aspects of CSO operations
- Maintain the financial records of the CSO
- Maintain CSO Strategic Plan financial projections
- Monitor financial performance against Strategic Plan
- With input from the ED and GM prepare annual budget
- Monitor performance against budget
- Prepare monthly financial package including analysis of performance to budget
- Report on that performance to ED, Finance Committee and Board of Directors
- Manage the Annual Independent Audit of the CSO
- Process payroll and payables

**QUALIFICATIONS:**

**REQUIRED**

- Personal qualities of integrity, credibility
- Experience with Nonprofit accounting (minimum 3 years)
- Expert knowledge of Microsoft Excel
- Expert knowledge of QuickBooks Online
- Extreme attention to detail
- Curiosity
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support sound decision making
- Excellent communication and relationship building skills with an ability to prioritize and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a team-first environment

**WORTH WHILE**
- Interest in Classical Music

**GOOD TO HAVE**
- Human Resources experience
- B.A., ideally with an MBA/CPA or related degree
- Additional responsibilities subject to background and skills of the successful applicant

**BENEFITS**
- Health, Dental, Life, Long-term Disability, 401k, PTO

**SALARY**
- Commensurate with experience

A criminal background check will be conducted prior to hire