

Director of Business Operations & Finance

WHO WE ARE

Serving the Treasure Valley, the Boise Phil was established 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. Celebrating its 60th anniversary season, the Boise Phil employs nearly 80 professional musicians each concert season, which is comprised of 7 classical concerts, 3 Pops concerts, an array of chamber concerts, education opportunities and other special performances. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and the Boise Phil Youth Orchestra.

ABOUT THE ROLE

The Director of Business Operations & Finance is a key member of the Boise Phil's leadership team in shaping business strategy and monitoring day-to-day finances. Due to the coronavirus pandemic, the Boise Phil has reimagined its subscription business model to support a new Digital Stage, and will be embarking on long-term strategic planning to determine a sustainable growth plan for the organization. We are excited to bring on an energetic, creative, analytical, and driven business and financial professional who can help the organization create fiscal policies and procedures that model best practices.

The ideal candidate will have solid fiscal management skills, knowledge of non-profit and fund accounting, labor negotiations experience, and nonprofit management. They should also exhibit strong analytical skills, clear strategic thinking, excellent communication skills, exceptional numerical proficiency, and collaborative leadership skills.

REPORTING RELATIONSHIPS

The Director of Business Operations and Finance reports to the Executive Director and collaborates with the Board Treasurer on fiscal and investment matters. This position will supervise a third party accounting team and collaborate closely with department Directors on business policies and budgeting.

KEY RESPONSIBILITIES

Leadership

- Collaborate with Executive Director on business strategy, financial planning and forecasting
- Cultivate culture of ownership and literacy across the team about finances that is conducive to growth, open communication and innovation
- Exhibit strong people-focused mentality and well organized, with a proven track record of prioritizing workloads and meeting frequent, tight deadlines
- Supervise third party accounting team
- Communicate effectively and respectfully with those both senior and junior
- Serve as staff liaison to the Board Finance Committee and Audit Task Force

Business Operations

- Audit, update and implement systems, policies and procedures across the business to increase efficiency, mitigate risk and foster communication
- Oversee organizational insurance policies and ensure organization is adequately covered
- Ensure compliance with the musician's collective bargaining agreement
- Develop and oversee document retention policies and manage disposal of records

- Develop and oversee risk assessment and emergency planning policies and procedures
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures
- Oversee compliance with state and federal registration and reporting obligations, including state charity registrations
- Negotiate, prepare and monitor all vendor and consultant contracts
- Oversee tax preparation and filing

Finance & Accounting

- Lead the annual budget development, and multi-year budgeting processes, in collaboration with Executive Director, department Directors and Treasurer
- Monitor expenditures and variances, and proactively update income and expense projections
- Chart cash flow and ensure cash flow needs and adherence to investment policy
- Supervise accounting team to ensure timely and accurate bookkeeping, bank deposits, receivables and payables
- Oversee all balance sheet reconciliations (bank accounts, investments, prepaids, deposits, accruals, depreciation, etc.) and month-end close with accounting vendor team
- Manage and track deferred revenue and maintain updated grid of release from restriction
- Oversee grant and donor receivables and coordinate tracking with development team
- Prepare all grant budgets and other fiscal reports for donors
- Collaborate with accounting vendor on general ledger and fund accounting systems and procedures, coding of payroll and other expenses to various programs through monthly cost allocations
- Manage annual audit process and serve as the primary liaison with audit firm
- Prepare monthly and ad hoc financial reports for the Executive Director and the Board of Directors
- Oversee documentation of in-kind revenue and other special revenue and invoicing needs
- Ensure all fiscal policies, procedures and documentation requirements are observed
- Oversee payroll and benefits administration for employees

POSITION REQUIREMENTS

- UCOA, GAAP, restricted fund management expertise
- Knowledge of non-profit and fund accounting management
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines
- Excellent communication skills, including during tough negotiations
- Ability to thrive as part of a team with diverse experience, expertise, skills and objectives

COMPENSATION

The annual salary for this full-time, exempt position will range between \$70,000 - \$80,000, depending on experience. Compensation also includes a health, dental and vision package with an HSA plan, as well as paid holidays, vacation and personal time off.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Laura Reynolds at laura@boisephil.org. The deadline to apply is Monday, November 30.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.