



Manager of Finance and Administration

POSITION

Chicago Youth Symphony Orchestras (CYSO) is seeking a full-time Manager of Finance and Administration.

ORGANIZATION

CYSO's mission is to inspire and cultivate personal excellence through music. As one of the country's leading youth orchestras, we offer a continuum of programs that serve young musicians 6-18 years old through on-site ensembles, neighborhood programming, and concerts serving the entire Chicagoland community. Each season, we serve 800 young musicians in weekly rehearsals and another 8,500 students and families through community programming. CYSO is investing in the future of music and the next generation of leaders. The CYSO staff is passionate about music, young people, education, and equity.

DESCRIPTION

The Manager of Finance and Administration reports to the Executive Director. The Manager of Finance and Administration oversees the finance function, including Accounts Receivable, Accounts Payable, monthly financial reporting, budgeting, and the annual audit. The position is also responsible for managing administrative functions including administration of employee benefits and payroll, onboarding of new employees, as well as responsibility for maintaining the general office needs for the organization. The Manager of Finance and Administration will receive a competitive compensation package including medical/dental benefits and 403(b) retirement savings plan, generous PTO, and a flexible work environment.

RESPONSIBILITIES AND DUTIES

Finance

- Manage and book all Accounts Receivable including tuition and associated invoicing, record and track donations received, and other receivables in the accounting system and maintain appropriate documentation.
- Produce tuition statements for participating students, track payments based on payment plans, analyze tuition assistance, and interface with families/operations for tuition payment exceptions or questions.
- Manage and book all accounts payable, including initiation of payments through ACH, online payments, and checks. Record and track in the accounting system and maintain appropriate documentation.
- Manage banking relationship and activities including bank and credit card account reconciliations.
- Analyze and present financial reports in an accurate and timely manner to the Executive Director; clearly communicate monthly and annual financial statements and provide analysis and financial reporting for grant applications compliance.
- Coordinate the annual audit and 990 filing process, working closely with external auditors.
- Oversee the annual budgeting and planning process in conjunction with the Executive Director and other appropriate staff to determine an accurate budget for presentation to the Board. Monitor and report on deviations from the budget throughout the fiscal year.
- Oversee and complete required filings for city, state, and federal reporting. Complete annual renewal of corporate insurance policies.
- Serve as staff liaison for the Board of Directors' Finance Committee by preparing reports and presenting financial information at regular Committee meetings in conjunction with the Executive Director.

Administration

- Manage and administer employee payroll through Paychex, provide annual 1099s for independent contractors, and maintain proper documentation of employee insurance benefits and 403(b)(7) plan utilizing external plan provider.
- General office duties including office equipment leases and ordering supplies.

QUALIFICATIONS

Candidates should possess the following qualifications:

- College degree, in finance, business, or accounting is preferred
- Experience with business finance and/or accounting, in a not-for-profit organization is a plus (3+ years)
- Strong organizational and communication skills
- Strong computer skills including Excel, Word, Google Drive, Google Docs, etc.
- Experience with accounting/financial reporting and analysis
- Strong attention to detail
- Excellent interpersonal skills
- Interest in the arts/music and enthusiasm for working with youth and families

SCHEDULE

The Manager of Finance and Administration will generally work Monday through Friday 9am-5pm. In person requirements will be determined as needed, which may include designated Board and committee meetings as well as staff meetings.

COMPENSATION & BENEFITS

\$55,000-65,000 annual salary range.

- Health/dental insurance, ~80% covered;
- Life/STD/LTD insurance, employer paid;
- 403(b)(7) retirement savings plan with employer contribution up to 5% match after one year;
- 10 vacation, 10 PTO, plus 12 holiday days off per year.

APPLICATION PROCESS

Please send a letter of intent and resumé with three references via email to: Jennie Oh Brown, Executive Director, at hr@cyso.org. Please list "CYSO Manager of Finance and Administration" in the email subject line. No phone calls please.

*References will be contacted only after an applicant has been invited to an interview.

SELECTION PROCESS

Applications will be accepted on a rolling basis until the position is filled. Applications will be paper-screened and those exhibiting superior qualifications will be invited to an in person or video interview.

Chicago Youth Symphony Orchestras' dedication to equity, diversity, and inclusion (EDI) is inseparable from our commitment to musical excellence. We value the unique role and contribution of every member of our team and recognize the importance of a staff that reflects the experience and background of our students in order to equip them to excel as the next generation of leaders. CYSO staff regularly participate in antiracism, anti-bias, and other EDI training and actively seek candidates for all roles who are equipped and committed to furthering this work.

CYSO is an equal opportunity employer. BIPOC people, trans and gender-nonconforming people, women, and people with disabilities are encouraged to apply. We recognize that individuals may require accommodations during the application or interview process and are committed to providing them. Please contact Jennie Oh Brown at johbrown@cyso.org or 312-939-2207 to request accommodations.