



WEST MICHIGAN SYMPHONY
SCOTT SPECK | MUSIC DIRECTOR

Finance & Facilities Manager

Organization Description

West Michigan Symphony (WMS) is an anchor arts organization headquartered in Muskegon whose cultural footprint extends throughout West Michigan. Its Vision is to be **a catalyst for a music-infused West Michigan**: leading, facilitating, connecting and collaborating with the community to stimulate cultural vibrancy, inclusivity and pride of place. WMS presents an eight-concert season that includes classical masterworks and pops at the Frauenthal Center in downtown Muskegon. It also operates The Block, a listening room for the musically curious that sparks inspiration and fellowship through uncommon presentations of live classical, jazz, folk and more. Finally, WMS presents Community Music Encounters, an ever-growing and deepening roster of programs that enrich the lives of children and adults through exploration, participation and performance.

WMS is committed to fostering diversity, equity and inclusion; thereby making the Symphony a place where everyone feels invited and accepted. We strive to reflect these values throughout our organization—including our Board, staff, musicians and volunteer base—and to reflect the rich diversity of the West Michigan community.

Position Description

The Finance & Facilities Manager is a full-time position reporting directly to the President/CEO. The position is responsible for accounting operations, payroll administration, financial transactions and recording, budget development, overseeing the annual audit and other compliance requirements. The position also manages human and office resources, equipment and IT. Finally, the position will assist the CEO in managing relations, engagement and activities of the Board of Directors. Qualifications include a Bachelor's Degree in Accounting or related focus with a minimum of five years' professional finance/accounting experience.

Position Summary

Reporting to the President/CEO, the Finance & Facilities Manager leads day-to-day finance operations with functional responsibility for accounting, accounts payable and vendor relations, payroll and benefits, budget compliance and grants administration. Responsibilities include production of financial reports, maintenance of accounting records and accurate processing of financial transactions. The Finance Manager works with the CEO and Board Treasurer to administer appropriate controls that mitigate risk, facilitate accurate reporting, and ensure compliance with generally accepted accounting principles (GAAP).

Responsibilities

Management

- Prepare accurate monthly financial and management reports, including income statement, balance sheet, budget variance, forecasts and cash flow
- Maintain control of the general ledger, accounts payable, expense reports, billing and payroll. Ensure adherence to billing and collection schedule and that financial data and cash flow are steady and support operations requirements.
- Administer staff and musician payroll and benefits in an accurate and timely manner to deliver flawless payments
- Assist CEO and Treasurer in annual budgeting and planning process; administer financial plans and budgets; monitor progress and changes; and keep CEO and Treasurer abreast of the organization's financial status
- Monitor and provide support to CEO to maintain compliance with best business policies and accounting practices
- Provide support as needed for facilities functions, collaborating with the VP of Operations and Patron Services Manager to optimize customer service and experience

Transactional

- Ensure accurate and timely processing of financial transactions in accordance with generally accepted accounting principles
- Develop, implement, and maintain transactional processes and controls that reflect current best practices
- Manage and process payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules
- Maintain an orderly accounting filing system

Reporting

- Provide timely, accurate, and complete financial statements for all levels, including Board of Directors, executive and management
- Coordinate annual audit and 990 preparation with external auditor
- Assist CEO in preparation of all financial information included in the annual report
- Provide timely and accurate forecasts and cash flow reports
- Work directly with CEO and Treasurer, and spearhead staff involvement, in annual budget preparation
- Calculate variances from the budget and report significant issues to management

Compliance

- Prepare and assist with developing audit schedules for the annual audit
- Suggest improvements in processes to increase organizational effectiveness
- Gather 990 information for the annual tax return
- Oversee state registration filings

Facilities

- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as coordinate facilities functions with the VP of Operations to ensure efficient and consistent operations.

Board Relations

- Build relationships and maintain regular contact with Board members and committee volunteers, managing calendar of and communications regarding Board and committee meetings.
- Attend Board meetings and assist CEO in preparing and disseminating minutes and follow-up communications

Knowledge, Skills & Abilities

- Proactive, hands-on manager who will own, in partnership with CEO and Treasurer, responsibility for the Finance Department
- Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities
- Good communication skills and the ability to interact effectively with others, both internally and externally
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Ability to make complex and time-sensitive decisions in the best interests of the organization
- Willingness to embrace organizational mission, vision and values, including philosophies and practices related to diversity, equity and inclusion

Qualifications

- Bachelor's Degree in accounting or finance. CPA preferred but not required.
- At least 5 years of finance and accounting experience; ideally 6+ years of broad financial and operations management experience
- Solid experience in coordinating audit activities and managing reporting, budget development, accounts payable and receivable, general ledger and payroll
- Nonprofit background with experience in fund and grants accounting preferred
- Proficiency with Quickbook and Excel and quick adapter for other relevant financial and CRM software packages
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to negotiate and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast –paced environment
- Personal qualities of integrity, credibility and dedication to the mission of WMS

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

Employment Details

Status: Full-time, Exempt

Hours: 40 per week, M-F, with occasional weekend and evening concerts and events. Office hours 9 a.m. to 5 p.m. M-F.

Salary: Commensurate with experience, paid bimonthly.

Benefits: Individual Group Health Insurance, WMS pays full premium. Spouse and family premiums are the responsibility of the employee.

After completion of probationary period, position is entitled to participate in the WMS 401(k) plan. WMS will match (dollar for dollar) up to 2% of annual pay.

PTO: Personal, Sick, Bereavement, Parental Leave, Holidays and Vacation days agreed upon paid in full. For complete details, see WMS Employee Manual.

To apply, send cover letter and resume, along with salary history and at least three professional references to:

West Michigan Symphony
Attn.: Andy Buelow
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360 W. Western Ave. Suite 201
Muskegon, MI 49440

No phone calls.

West Michigan Symphony is an equal opportunity employer.