

POSITION ANNOUNCEMENT

FINANCE & ACCOUNT MANAGER



Posting Date: June 2020
Status: Half time, 20-25 hrs/ wk
Reports To: Artistic & Executive Director

The Pensacola Children's Chorus seeks an organized, personable, and responsible financial professional to serve as its Finance & Account Manager. As a customer-focused team-player, the Finance & Account Manager will work alongside the Artistic & Executive Director, existing staff, and the Board of Directors to advance the organization's mission and vision of transforming the community through music education and performance.

The Pensacola Children's Chorus (PCC) serves as the premier provider of youth-centered community music education for Northwest Florida. A nonprofit youth choir with a healthy annual budget, the Pensacola Children's Chorus boasts 10 resident ensembles comprised of nearly 300 singers in grades 1 through 12. Fusing healthy choral singing and vocal training with the performance skills of musical theatre, the organization boasts an impressive schedule of performances which reach 25,000+ audience members each year. In addition to its regular season programming, PCC serves as a model for positive youth development through choral singing by offering unique ensemble models and performance opportunities which promote community service, personal growth, and leadership. Entering its 31st year with the 2020-2021 season, PCC is prepared to face the ongoing challenges of the coronavirus pandemic with innovation while also ensuring that its mission of transforming lives through music and performance is fulfilled.

Purpose of Position

The Finance & Account Manager (FAM) manages the day-to-day finances of the organization. With a focus on customer service, the FAM oversees tuition and fee payments, maintains receivable accounts, executes payroll and nonprofit compliance processes, and interfaces with parents and donors regarding the financial matters of the organization.

Essential Duties & Responsibilities

- Execute and streamline billing and collections processes;
- Maintain, reconcile, and collect upon receivable accounts;
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information;
- Administer payroll procedures, including benefits, deductions, taxes, wage and hour law compliance, and paid leave reporting;
- Prepare financial reports, such as financial statements and budget performance;
- Send acknowledgement letters for applicable tax-deductible donations;
- Ensure compliance with applicable accounting standards (i.e. GAAP, FASB), nonprofit financial rules and regulations, and systems of internal control;
- Implement new accounting policies, standards, and guidelines if necessary;
- Assist with and act as the primary point-of-contact for auditor requests, and;
- Handle sensitive information in a confidential manner.

Qualifications & Capabilities

- Bachelor's or Associate's degree in finance, accounting, or a related field;
- At least 3 years of employment as a financial or accounting administrator (experience with nonprofit business preferred);
- Strong knowledge of QuickBooks (QuickBooks Online preferred);
- Strong knowledge of Microsoft Excel;
- Ability to work creatively both independently and with direction, as well as in collaborative environments;
- Demonstrated computer literacy;
- Demonstrated customer service skills;
- Strong organizational and communication skills, and;
- Experience working with a community arts organization (preferred).

Compensation & Benefits

- \$16.50 per hour, paid biweekly
- 5 days (40 hours) paid vacation
- 27 days paid holiday leave

How to Apply

Interested candidates should prepare the following:

1. Cover letter that expresses interest for position and summarizes relevant qualifications;
2. A résumé which highlights relevant work experience;
3. References with phone number and e-mail address.

All applications will be acknowledged with an e-mail reply within a few days of receipt. References will not be contacted without prior permission from the candidate. Any offer of employment is contingent upon successful completion of a background check.

Please e-mail materials to Alex Gartner, Artistic & Executive Director, at jobs@pensacolachildrenschorus.com, by no later than June 15, 2020.