



## **POSITION DESCRIPTION**

**Position Title:** Vice President & Chief Financial Officer

**Status:** Full-Time/Exempt

**Reports to:** President & CEO

### **Position Summary:**

The VP/Chief Financial Officer (CFO) will provide leadership and strategic direction for the financial affairs of the organization. The CFO is responsible for all aspects of the financial operations of the Jacksonville Symphony by overseeing the Symphony's financial strategy and operations and ensuring the fiscal integrity of the Symphony, which has a \$10 million operating budget, and a \$21 million endowment (investments are divided between the Jacksonville Symphony Association and the Jacksonville Symphony Foundation). The CFO supervises a team of four and works collaboratively with the CEO, the senior leadership team, the external investment professionals, and the audit firm. The CFO is the staff liaison to the Board of Directors' Finance Committee and the Symphony Foundation (Endowment) Board of Directors.

### **Specific duties and responsibilities include:**

#### **Financial Management**

- Provide executive direction over cash management
- Maintain and proactively manage relationships with banking and lending institutions
- Manage all insurance programs: Health, Property, D&O, Liability, Workers Comp, Disability, etc.
- In collaboration with the CEO, provide strategic thinking and leadership around financial operations, compliance and resource development, including growing an unrestricted operating reserve
- Lead and oversee the creation and management of the annual operating budget, develop annual budget calendar, oversee long term financial planning and budgets, prepare budget schedules and analysis
- Responsible for all financial reporting' which requires timely (monthly), accurate reporting of financial results including Statement of Financial Position, Statement of Activity and Cash Flow analysis. Develop suggestions for improving operational efficiency. Ensure preparation of financial reports for the department heads, Finance Committee and the Symphony Board of Directors
- In collaboration with investment advisors and the Symphony Foundation Board, deliver summary investment/endowment information to CEO, Finance Committee and Symphony Board of Directors

- Design financial reports and financial models to meet the changing needs of the organization
- Monitor progress on the Strategic Plan as it relates to the five-year budget projection. Update projections annually
- Work in collaboration with the fund-raising team on grant budgets and timely reporting
- Lead, develop and support the finance team; provide professional development opportunities and mentorship
- Ensure compliance with generally accepted accounting principles as well as all applicable federal, state and local laws related to financial management and non-profit tax status
- Ensure internal control processes are adequate to detect and prevent fraud and to protect the organization's resources and assets
- Oversee and ensure monthly reconciliation of all bank accounts
- Oversee payroll and benefits programs, including the 403-B program; monitor the marketplace for changes in compensation and benefits, and recommend changes
- Promote a culture that integrates an explicit and active commitment to diversity, equity and inclusion
- Lead the communication with external auditors
- Ensure delivery of an on-time, unqualified annual audit; assist with the preparation of the annual audit and the IRS 990 tax return.
- Develops and maintains key finance relationships with lenders and vendors
- Keeps up with new trends in the financial industry by attending conferences, participating in professional development and sharing learned information with the senior leadership team

### **Traits and Characteristics**

The CFO will be a strategic thinker with strong conceptual and analytical skills, the ability to solve problems, measure performance, evaluate results and identify solutions that align with the organization's mission. A highly organized self-starter, the successful candidate will be focused on completing tasks and solving problems while developing long-range strategies.

A well-disciplined and hands-on leader, the CFO must be self-motivated and able to work collaboratively. The successful candidate will be a strong experienced manager and will foster teamwork while holding the finance team accountable for deliverables. The CFO must possess excellent written, oral and interpersonal skills and will be a good listener.

The CFO will inspire confidence that financial information is reliable, accurate, timely and transparent and can clearly articulate the meaning and importance of data that is presented. The CFO will have high ethical standards, a model of integrity and will operate in a transparent fashion.

The CFO must have significant relevant experience in accounting with a strong understanding of financial management in a non-profit organization.

### **Qualifications**

- Bachelor's Degree is required, Certified Public Accounting (CPA) license is strongly preferred
- Seasoned leader with progressively responsible financial management and administrative oversight
- Five or more years in a senior accounting role

- Experience with non-profit accounting and non-profit organizations with multiple funding sources is preferred
- Substantial experience in a financial management leadership role within a non-profit performing arts or cultural organization is preferred
- Experience in budgeting, reporting, grant management and auditing is essential
- Experience with current versions of a non-profit accounting software (such as MIP, Financial Edge, Abila) is required
- Familiarity with Paylocity and Tessitura software (ticketing and fund-raising platforms) is preferred
- Proficient with Excel and PowerPoint
- Experience presenting financial information to board committees and Board of Directors
- A resourceful, results-oriented leader with the ability to think strategically. Generate new ideas, prioritize, plan, and set goals and objectives
- Ability to speak credibly and persuasively about Jacksonville Symphony's vision for the future
- A sense of humor

### **Compensation and benefits**

A competitive salary and comprehensive benefits package, including health insurance, 403-B plan, generous vacation and holiday days, parking, complimentary tickets are included.

### **Diversity, Equity, and Inclusion**

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law.

### **Application process**

Submit a cover letter and resume to: Steven Libman, President & CEO: [HR@jaxsymphony.org](mailto:HR@jaxsymphony.org). Put "CFO" in subject line. Note: All employees of the Jacksonville Symphony must be fully vaccinated for the COVID-19 virus.

### **About the Jacksonville Symphony**

Our mission is to enrich the human spirit through symphonic music.

As Music Director Courtney Lewis begins his seventh season on the conductor's podium, the Jacksonville Symphony celebrates the 2021/22 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost 100 performances in Jacoby Symphony Hall and communities throughout Florida. The Jacksonville Symphony is also committed to the creation of original music and has embarked on an ambitious plan to commission five original compositions between the 2021/22 and the 2023/24 seasons.

The Jacksonville Symphony is one of Northeast Florida's most important cultural institutions. Founded in 1949, the Symphony now enjoys a national reputation, regularly heard on more than 250 public radio stations across the country on *Performance Today*. Combined with performances aired on Jacksonville's public radio station WJCT and the organization's continually growing streaming

program, the Symphony reaches over 60,000 individuals through these digital channels. The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience. Each year thousands enjoy the Symphony's performances both at Jacoby Symphony Hall in the Times-Union Center for the Performing Arts and at venues located throughout the state of Florida.

The Symphony is a crucial leader in the community for music education, serving four county school districts and over 35,000 students. In addition to offering free tickets to children under the age of 18 for selected *Florida Blue Classical* concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Daniel Wiley, the Jacksonville Symphony Youth Orchestras (JSYO) serves more than 300 talented musicians from all over Northeast Florida. The six levels of ensembles enable the JSYO to serve the needs of all musicians with individualized, ability-specific instruction. JSYO enriches orchestral instruction by guiding young musicians with quality musical instruction, improving skills and maintaining the highest standards. In June 2018, the Jacksonville Symphony Youth Orchestras embarked on its first national tour as one of only three student orchestras invited to perform in the Los Angeles International Music Festival at Walt Disney Concert Hall.

Over the years, the Jacksonville Symphony has hosted some of the most renowned artists of the music world including: Isaac Stern, Benny Goodman, Duke Ellington, Marilyn Horne, Luciano Pavarotti, Itzhak Perlman, Kathleen Battle, Mstislav Rostropovich, Audra McDonald, Joshua Bell, Lang Lang, Alisa Weilerstein, Branford Marsalis, Renée Fleming and Jean-Yves Thibaudet.