

Director of Finance

New Century Chamber Orchestra

Reports to Executive Director

Part-Time Salaried (approx. 20 hours/week), In-Office (Hybrid)

About New Century Chamber Orchestra (<http://www.ncco.org>)

New Century Chamber Orchestra is a virtuoso string ensemble that presents classical music in fresh and exciting ways to audiences throughout the San Francisco Bay Area and through national and international touring. Founded in 1992, this 19-member conductorless ensemble has offered innovative programs and performances of extraordinary quality for more than 30 years. The internationally acclaimed British violinist and Deutsche Grammophon recording artist Daniel Hope has been the ensemble's Music Director since 2018. The gifted musicians of New Century come not only from the Bay Area but from across the United States and Europe.

With a commitment to the virtuosic performance of chamber orchestra masterworks, New Century also expands the genre through frequent commissions of new music and innovative collaborations with artists from other genres. New Century fosters an intimate relationship with music, not only by offering concerts in small, local venues throughout the Bay Area and beyond, but also by connecting our musical history to the work of living composers and the cultural narratives of today.

New Century's live performances have continued to explore new ground. The recently completed 2023-24 season marked the orchestra's return to five weeks of programming with partners like Stanford Live, the San Francisco Conservatory of Music and SFMOMA; major works by Leonard Bernstein, Igor Stravinsky, and Caroline Shaw; and appearances by acclaimed guest artists such as Kelley O'Connor, Alexi Kenney, Sterling Elliott, Awadagin Pratt, and trumpeter Lucienne Renaudin Vary in her US Debut.

Beyond its regular season concerts in the San Francisco Bay Area, New Century under Music Director Daniel Hope has expanded its touring profile, embarking on two European summer tours in 2019 and 2023, performing across Germany and Poland, at the Leonard Bernstein-founded Schleswig-Holstein Music Festival, the Rheingau Festival, and the Philharmonie Essen, among others. New Century's domestic performances have included coast-to-coast tours in 2011 and 2013, and an expanded portfolio of presentations across the state of California, including Sonoma State University's Green Music Center, Stanford Live's Bing Concert Hall, and a May 2023 debut at San Diego's La Jolla Music Society.

New Century Chamber Orchestra is governed by an 18-member Board of Directors and has an administrative staff of four. The 2024-25 fiscal year operating budget is \$1.6 million.

The Position

The Director of Finance is tasked with overseeing New Century's financial administration in all areas and advising the Executive Director on financial decisions. The organization's sources of revenue include private donations (its largest source), government and foundation grants, and concert ticket sales. New Century's annual program activities generally include 4-5 concert weeks per year and select special fundraising events.

The Director of Finance performs all accounting functions of the organization and works with colleagues in Artistic Planning, Development, Marketing and other areas to forecast expenses throughout the year. They meet regularly with the Executive Director to create and review the annual budget, prepare reporting for the board of directors, and discuss matters regarding the organization's financial health

(cash flow, outstanding liabilities, etc.). This position also conducts regular business functions of the organization such as depositing donations, processing staff and musician payroll, overseeing insurance policies, and paying expenses. The Director of Finance also manages the annual audit process in tandem with an outside accounting firm.

As the nature of New Century's small team requires much independent work, we are looking for a motivated, entrepreneurial and capable individual who can be a key partner in shaping the successful future of New Century Chamber Orchestra. The estimated workload of 20 hours per week is an annual average; some weeks may be more and some may be less.

Duties and Responsibilities:

- **On an Ongoing Basis:** Maintain New Century's bookkeeping (QuickBooks Online), manage accounts payable and accounts receivable, update and maintain organizational cash flow, oversee credit card reporting and approvals, report financial data for charitable grants, and handle regular banking (deposits, payments, withdrawals).
- **On a Monthly Basis:** Report on box office returns (ticket sales), reconcile cash accounts, track deferred revenue and temporarily restricted funds and pledges, process staff payroll through ADP (2x monthly), process musician payroll (including union dues and pension plan contributions, 4-5x per year), manage corporate SIMPLE IRA account.
- **On a Quarterly Basis:** Create financial reports for board-level committee meetings (budget-to-actuals with projections, cash flow projections, temporarily restricted funds, ticket sales, and cash account balances, endowment fund), and reconcile contributed income for ongoing matching grant.
- **On an Annual Basis:** Create the annual budget document, close out the fiscal year, prepare documents for tax filings and the annual audit, issue 1099s and 1042s to independent contractors, report organizational data to government entities, and process insurance and benefit renewals.
- Meet regularly with Executive Director to provide financial guidance and ensure deadlines are met. Attend regular staff meetings to coordinate with other members of the team.

Qualifications:

- Educational Experience: 4-year college degree preferred
- More than 5 years of accounting experience over a range of accounting activities (e.g., general ledger, payables, payroll, bank and brokerage reconciliations), and with a sound grasp of GAAP and financial controls. Experience with a non-profit organization is highly desirable, as is experience with restricted funds and deferred revenue. Significant experience with QuickBooks Online, including account reconciliations, class tracking, prepaid expense tracking, and year-end adjusting journal entries.
- Strong knowledge of Excel with the ability to create and maintain customized financial reporting for Executive level meetings.
- Facility with ADP payroll processing, or other comparable industry standard vendor.
- Ability to work precisely, systematically, promptly, and in an organized manner with little direct supervision.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. New Century Chamber Orchestra is an equal opportunity employer; the organization actively encourages applications from candidates of diverse cultural and socioeconomic backgrounds who are passionate about music and excited about the possibility of working to support a group of exemplary musicians.

Compensation & Benefits

Annual salary starts at \$40,000, to be competitively determined based on experience and qualifications. Benefits for this part-time role are a 2% employer contribution to a Simple IRA savings account and complimentary tickets to New Century performances. This part-time position is exempt and not eligible for overtime wages.

New Century has recently transitioned to a hybrid model of work, with two in-person office days per week and the option to work remotely otherwise. While this model is still new and subject to evolve, we expect to continue offering flexible worksite options for the foreseeable future. Candidates must currently reside in or be willing to relocate to the San Francisco Bay Area to be considered for this role, as regular visits to the office are necessary to ensure banking continuity. Attendance at New Century performances and events is welcomed but not required.

To Apply

Please email a copy of your resume and a cover letter explaining your interest in the position to Executive Director Richard Lonsdorf at rlonsdorf@ncco.org.

Current as of August 2024