



POSITION PROFILE

LOS ANGELES CHAMBER ORCHESTRA SEEKS DIRECTOR OF FINANCE

THE ORGANIZATION

LACO ranks among the world's top musical ensembles. Beloved by audiences and praised by critics, the Orchestra is a preeminent interpreter of historical masterworks and has received eight ASCAP Awards for Adventurous Programming. It has recently assembled a large library of high-quality online offerings to complement live performance. LACO has been proclaimed "America's finest chamber orchestra" (Public Radio International), "LA's most unintimidating chamber music experience" (Los Angeles magazine), "resplendent" (Los Angeles Times), and "one of the world's great chamber orchestras" (KUSC Classical FM).

In the course of 35-40 appearances each year, LACO reaches a total live audience of approximately 25,000, with upwards of a million more hearing performances on radio broadcasts nationwide (and streaming worldwide). The Orchestra pursues its mission, "to enrich and connect our community through intimate and transformative musical experiences which exemplify and foster artistic excellence, education and innovation," through a blend of traditional and innovative programming. An active educational program takes professional musicians into middle schools in some of the least resourced areas of the region.

The LA Times declared: "A shining feature in L.A.'s cultural landscape... [LACO's] texture is as rich and full as any larger symphony orchestra. What LACO's size provides is clarity unequaled by any full-sized orchestra." LACO is also excited to uncover unrecognized orchestral works by composers whose social status or race has not historically engendered the visibility they deserve. LACO concerts are accessible in a variety of communities throughout the region.

The new Director will be part of the management team for this outstanding, respected, and stable performing arts organization and will help guide it in achievement of its mission.

THE POSITION

This senior staff position is responsible for the financial operations of the organization, including contract/grant administration, financial controls, and reporting. The Director of Finance is responsible for the preparation and ongoing monitoring of LACO's annual operating budget and financial projections, coordination of the annual external audit, preparing monthly statements and forecasts, banking and investment manager relationships, and preparation of custom reports and budgets for grant applications to public and private funders. The Director oversees the activities of an HR Specialist, who handles employee benefits and personnel policies. The position is responsible for financial oversight of the newly adopted 2023-2026 Strategic Plan, including developing financial modeling related to LACO's resident company status at the new Colburn Center, opening in 2027.

The new Director will need expertise in strategic business planning and be savvy in fiscal management and technological advances for nonprofit performing arts organizations. He/she/they will need to be a resourceful problem-solver, provide empathetic, responsive, and supportive leadership to staff, maintain standards of performance excellence, and ensure a positive environment through respectful and collegial communications with coworkers.

The Director of Finance will report to the Executive Director and will supervise an HR Specialist, and various contractors and auditors as needed.

DUTIES AND RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Develop sound financial and administrative policies and procedures and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll, and administrative services functions. Implement and monitor policies, procedures, and internal controls to ensure accuracy and efficiency.
- Direct activities relating to the management and control of cash flow, banking relations, and investments.
- Participate in the Board's development of investment policies and strategies. Serve as primary contact with fund managers and ensure proper accounting for all investment transactions and tracking of pledges and/or estate-based gifts.
- Manage the organization's daily administrative and financial activities, including financial record keeping, production of financial statements, and personnel records.

BUDGETING AND PLANNING

- Work with the Board Chair, Board Treasurer & Finance Committee, and the Executive Director in the development of financial objectives for the organization.
- Direct the preparation of organizational operating budgets and forecasts with staff and Executive Director for Finance Committee and Board approval.
- Prepare operating budgets and forecasts for all financial functions; monitor revenues and expenses against approved budget. Recommend and monitor expense control initiatives. Prepare analyses of variances and recommend revision of plan and budget.
- Work closely with Executive Director, General Manager, Director of Development, and other designated staff in long-range planning for the organization.
- Work with the Director of Development and grants staff in quickly and efficiently generating customized grant budgets and reports as needed.

RECORD KEEPING

- Direct the timely preparation and maintenance of all routine accounting records and provide appropriate financial/statistical reports.
- Maintain the organization's revenue and expense records, produce monthly financial statements, process accounts payable and accounts receivable, process deposits, and maintain annuity records.
- Establish and direct payroll and tax payment systems; direct the preparation and maintenance of all payroll records and reporting, assuring compliance with all legal requirements and organizational objectives; oversee Gusto payroll/HR related services.

- Prepare and submit federal, state, and local income tax forms, withholding forms, and other government reporting forms as required.
- Direct the monitoring and compliance with the terms and conditions of all planned gifts.
- Ensure compliance with all financial reporting requirements of foundation funders.
- Manage relationships with insurance brokers, maintain up-to-date and competitive relevant coverage, obtain and provide Certificates of Insurance as requested.

AUDIT AND TAXES REPORTING

- Review audit needs of the organization; make recommendation as to selection of auditors; direct preparation of materials for audits.
- Work with the auditors in preparation of the annual audit report and filing of tax reports. Review and approve all drafts; assure distribution of reports as required; develop internal audit procedures to ensure that systems are functioning as planned.
- Respond to auditor's findings and recommendations in consultation with the Executive Director and Finance & Audit Committees, taking action as appropriate.
- Ensure that a copy of the most recent IRS form 990 and required Schedules are available for review according to federal law.

BOARD OF DIRECTORS

- Staff the Finance Committee; interact with Board Treasurer as needed.
- Prepare monthly financial statements and interim reports as requested by Executive Director, Board Treasurer, and other members of the Board as required.

ADMINISTRATIVE

- Negotiate contracts; coordinate the administration of all operating leases and contracts, including: computer services, insurance, audits, building lease, maintenance contracts, and other services. Ensure that artist/performer contracts are not at variance with organizational objectives, including compliance with tax laws and adequate insurance endorsements.
- Develop purchasing policies and procedures and direct/monitor their implementation.
- Hire, train, manage, and evaluate all finance staff or contractors.
- Serve as part of the senior management team to assist the Executive Director in setting and implementing administrative policies established by the Board.
- Work with the organization's attorneys to resolve legal matters, including workplace issues and Union negotiations.
- Serve as a strategic thought partner to the ED, senior management, and the board, aiding in policy formation and management.

Qualities Sought

The ideal candidate will have proven business and nonprofit management skills and be a collaborative team member and communicator. The Director must have a demonstrated track record of financial management of similar sized nonprofits, high emotional intelligence, and a reputation for transparency and flexibility in working with board members, colleagues, and contractors.

Essential qualifications include:

- The Director must enjoy working hands-on with a lean, hard-working team, including

consultants and contractors, have experience working in a fast-paced environment and possess a passion for artistic expression and engagement with the community

- Intermediate or advanced knowledge of necessary software, including Microsoft Office, QuickBooks Online, Bill.com, Gusto Payroll management
- Candidate must have a minimum of six years of nonprofit administrative management, accounting, budgeting, and analysis or auditing experience in a governmental or non-profit organization, and a minimum of three years of supervisory experience
- Experience with grants management systems, budgeting and financial planning platforms, administration of federal, state, county, and city funding
- Project management skills, as well as strong collaboration, coordination, consensus building, interpersonal, organizational, written and oral communication skills, and attention to detail

Requirements of Applicants

- A master's degree from an accredited college or university in a field related to Director of Finance duties [educational qualifications may be waived depending on work history]
- Five years of experience in a senior/executive level of nonprofit administration (ideally with knowledge and experience in the performing arts field)
- High level of integrity, honesty, dependability, accountability, creativity, and confidentiality in performance of duties
- Background check is required, in accordance with California law

Working Conditions

Work is performed typically in an office environment; remote work will be considered, as appropriate. Frequent use of electronic media will be required. While performing the duties of this job, the Director is regularly required to sit, speak, hear, stand, and walk. The Director is frequently required to use hands on a keyboard. Specific vision abilities required include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation

Salary: \$125,000-\$140,000 DOE plus paid medical and dental coverage, retirement plan, and other standard employee benefits (as outlined in the employee handbook), such as PTO and sick leave. Appointments are typically made between the minimum and the midpoint of the range, depending on factors such as experience, education, skills relevant to the role, and internal equity.

To Apply

Interested persons should prepare a detailed, specific cover letter to remit along with a current resume to: <https://findaleader.org/LACO-DF>. *Resumes without cover letters not considered.*

Los Angeles Chamber Orchestra is an Equal Opportunity Employer

LACO actively works to foster a diverse and inclusive environment for our staff, volunteers, and patrons. LACO recognizes the importance of employing people who reflect the diverse backgrounds and life experiences of our audiences and performers in order to create a welcoming program. We strongly encourage applications from all qualified individuals, regardless of age, ancestry, color, disability (mental and physical), gender, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, criminal conviction, sex and sexual orientation. LACO is committed to a barrier-free recruitment process and work environment.