

Director of Administration & Finance

San Diego, CA 92114

\$70,000 - \$80,000 a year, exempt, Full-time

Full job description

Director of Administration and Finance

Apply your administrative skills to help us bring the finest in orchestral music, intimate concert experiences, and extraordinary music education for young people to the people of San Diego. We are looking for a highly motivated and committed administrative professional to join our Finance/Administration team. The Director of Administration and Finance provides support to and works closely with the CEO and senior staff to ensure the administrative operations run effectively and efficiently. Areas of oversight include finance, HR, and general administration.

Who We Are

Since 1988, using the genius of Mozart as inspiration, Mainly Mozart has been bringing together world-class musicians from across North America for both classical and innovative musical programs. Through our 350-student youth orchestra, we are ensuring the preservation and appreciation of classical music by giving young musicians the opportunity to learn and perform together.

Major Responsibilities Include:

Financial Management

- Ensure data integrity and accuracy in financial reporting
- Maintain general ledger
- Collaborate with CEO to manage cash flow, including weekly payable processing
- Prepare month-end and year-end close, including financial statement preparation and reconciliation of bank statements and balance sheet accounts
- Provide financial analysis, forecasts, and reports for and attend monthly Finance Committee meetings and Board of Directors meetings

- Assist with preparation of applications and financial reports for grantors and funding agencies
- Oversee financial management of grants and restricted funds, ensuring compliance with donor requirements
- Coordinate the annual audit process, liaising with external auditors and providing full support
- Develop and manage the annual operating budget in collaboration with CEO and senior staff
- Report on budget performance, providing insights and recommendations for adjustments
- Ensure compliance with federal, state, and local regulatory requirements for financial and tax reporting
- Supervise finance and administration staff, including accounts receivable and payable data entry and credit card reporting by others
- Review stored financial documents for disposal or digitization

HR

- Prepare bi-weekly payroll submission to outsourced HR company
- Process bi-weekly retirement account contributions
- Maintain job descriptions and employment and salary records
- Communicate relevant employment information to staff
- Oversee annual open enrollment for benefits
- Review and update employee handbook
- Provide support for staff and CEO on personnel-related matters

General Administration

- Review thank you letters and invoices to donors
- Oversee contracts with musicians, providers, musicians' union, musical director, etc.
- Prepare documents and facilities for Board of Directors meetings and maintain annual Board Member forms
- Oversee insurance policies and office tenancy
- Edit company correspondence, board documents, and print product
- Support administrative needs of CEO and senior staff, including assisting at concerts and annual fund-raising gala
- Oversee music industry licensing
- Other duties as assigned

SKILLS AND ABILITIES:

- Minimum of 5 years of progressive experience in accounting and financial management, preferably in a non-profit organization
- Strong knowledge of non-profit accounting standards and practices, including GAAP
- High level of accuracy and attention to detail
- Strong communication skills, both verbal and written
- Proficiency in QuickBooks, Google Docs and Microsoft Office Suite
- Proficiency in CRM a plus, particularly Patron Manager/Leap
- Experience with grant management and compliance preferred
- Excellent analytical, organizational, and problem-solving skills
- Strong work ethic and interpersonal skills
- Ability to multi-task, manage multiple demands and priorities

Benefits

- Health insurance
- Low cost supplemental insurance including dental, vision and life insurance
- Flexible spending account
- 403(b) matching retirement account
- Paid vacation, sick time and holidays
- Listen to amazing music by the world's best artists!

Apply:

Send resume with contact information to CEO@mainlymozart.org.

Accounting Specialist/ Controller

The Children's Initiative

2.3out of 5

San Diego, CA 92123

\$38 - \$40 an hour - Part-time (\$79K- \$83K full time)

Non-Profit Director of Finance

Noah Homes Inc.

3.7out of 5

San Diego, CA 92114

\$75,000 - \$100,000 a year - Full-time

Senior Administrative Associate, NAC

IAVI

3.5out of 5

San Diego, CA 92121

\$68,000 - \$75,000 a year - Full-time

Accounting Manager

Home Start Inc

San Diego, CA 92108

\$70,000 - \$85,000 a year - Full-time