

Finance Director

Arkansas Symphony Orchestra, Little Rock AR 72217

Job Type – Full-time, exempt

Number of Hires for this role – 1

Schedule – Monday – Friday

Salary - \$55,000 DOE

Benefits:

- 401(k) w/employer match
- Health, Dental, and Vision Insurance
- LTD Insurance
- Flexible Spending/Dependent Care Account
- Generous PTO policy

Qualifications:

- Bachelor's Degree in Accounting/related field (required)
- Five years of accounting experience (preferred)
- CPA (preferred)
- Skills:
 - o Strong written and oral communication
 - o Ability to work well independently and as part of a team
 - o Detail oriented
 - o Ability to organize and summarize large quantities of data into understandable reports
 - o High degree of accuracy with all types of details
 - o Ability to make decisions and solve problems as they arise
 - o High level of proficiency with Microsoft Office software (particularly Excel)

Job Duties & Responsibilities

- Provide accurate and reliable financial reporting to both internal and external stakeholders in a timely manner
- Maintain and periodically update chart of accounts and financial structure to ensure adequate financial reporting
- Create and post journal entries for recording revenue, making corrections and adjustments, and recording all financial transactions
- Develop the annual operating budget with input from department managers and analysis of trends from previous years
- Maintain fixed assets records and calculate appropriate depreciation schedules/journal entries
- Complete monthly reconciliations of credit card accounts, bank statements, and various revenue accounts
- Manage all aspects of the accounts payable system including entering invoices, printing checks, and maintaining vendor records
- Schedule and coordinate the annual financial statement audit with outside auditors
- File periodic reports with government agencies to maintain organizational compliance
- Manage the human resource functions of the organization including onboarding new employees, maintaining payroll and personnel records, tracking employee PTO, and coordinating employee benefits
- Coordinate semi-monthly payroll with employees and outside payroll vendor