

**TITLE:** Director of Finance  
**REPORTS TO:** Executive Director  
**STATUS:** 40 hours, Salaried, Exempt. Full Benefits.

**ABOUT BLOOMINGDALE SCHOOL OF MUSIC**

Bloomingtondale School of Music's (BSM) mission is to provide access to high-quality music education for all its students, regardless of background. Roughly 800 students of all ages participate in group classes, private lessons, and performances each week. Bloomingtondale maintains an unwavering commitment to providing support for individuals from underserved communities, not only to prepare talented students for more advanced musical study but also to open doors to the musically curious who may otherwise be financially prohibited from taking up an instrument. More information may be found at the school's website [www.bsmny.org](http://www.bsmny.org).

**ABOUT THE POSITION**

The Director of Finance will work closely with the Executive Director and Finance Coordinator to maintain finance functions across Bloomingtondale School of Music, including maintaining budgets with department leaders and coordinators, overseeing internal financial controls and the annual audit, tuition tracking and planning, board reporting, and management of the organization's endowment fund. This position reports to the Executive Director and oversees the Finance Coordinator. We are looking for an organized individual who is comfortable switching between tasks and juggling multiple priorities.

**FINANCIAL MANAGEMENT**

- Support the Executive Director in preparing and implementing the annual organizational budget.
- Working with directors and program managers to manage and track their budgets
- Oversees Finance Coordinator who updates general ledger and coordinates accounts payable; ensure all income and expenses are correctly entered and coded in QuickBooks and accounts are reconciled to internal documents.
- Lead the monthly financial close and reconciliation process.
- Maintain budget spreadsheet and controls; prepares financial reports including budget to actual reports, statement of cash flow, and other ad-hoc reports as required.
- Prepare and manage the annual audit ; regularly review internal financial controls and ensure all policies and procedures are clearly documented and communicated.
- Serve as a staff designee to the Audit & Finance Committee and work with the Executive Director and Board Treasurer to prepare materials for quarterly committee and board meetings.
- Support the Development team with grant budget preparation, grant reporting, and tracking of restricted funding.

**HUMAN RESOURCES**

- Partner with the Senior Director of Operations to oversee Finance Coordinator who maintains up-to-date filing systems, including confidential materials, and track time-off requests.
- Other related assignments as necessary.

**SKILLS AND QUALIFICATIONS**

- Bachelors or equivalent experience required.
- 3+ years of operations and financial management experience, preferably in a nonprofit setting.
- Strong understanding of nonprofit finances and budgeting required.
- Demonstrated ability to troubleshoot IT challenges.
- Highly organized and able to prioritize tasks.
- Systems oriented.
- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks.
- Ability to solve challenges in a timely and creative manner.
- Positive, can-do attitude.
- A personable, positive, and professional demeanor.
- This position deals with a lot of confidential information: highly professional and able to manage confidential information.
- Proficient with Microsoft Office Suite and Google Drive.
- Knowledge of QuickBooks

**HOURS**

- This position requires a 40 hour/week schedule with core hours of M-F 10 AM – 4 PM required. Flexibility around remote work, some hours at the school required.

**SALARY**

- Salary is \$70,000-\$72,000 including health insurance and PTO.
- The salary is commensurate with experience.
- BSM offers a full benefits package including partial health costs, retirement, transit, and a generous vacation schedule.
- Professional development opportunities are supported.

**APPLICATION AND HIRING PROCESS**

- Candidates interested in this position should submit a cover letter and resume to <https://bit.ly/3aGkFqY> by July 13, 2022.
- Only those being considered will be contacted by email/phone for an initial interview.
- Position will begin in July/August 2022.

*Bloomingdale School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.*