



Management Opening: Director of Finance

Groton Hill Music (GHM), a non-profit music education and performance center, is seeking a full-time, salaried Director of Finance. **Note that this is an in-person position.**

Job Summary:

Reporting to the Chief Executive Officer, the Director of Finance is a member of the senior management team and is responsible for the effective financial management of GHM. The Director of Finance currently has one direct report but this position acts as a leader throughout the organization when dealing with financial reporting and process issues. The successful individual will be comfortable operating in a managerial capacity while also rolling up their sleeves and performing basic tasks as necessary.

Highlighted Responsibilities:

- Direct and, in some cases, perform accounting activities including accounts receivable, accounts payable, payroll, general ledger activity, tuition and ticket revenue recognition, accruals, banking, investments, and endowments to maintain fiscal responsibility in accordance with generally accepted accounting principles for non-profit organizations.
- Manage the monthly financial close and reporting process to ensure that financial reports are generated, analyzed, and timely presented to the CEO and budget holders.
- Evaluate, adjust, and establish a strong system of internal controls and procedures to safeguard GHM assets and minimize fraud risk.
- Complete financial analysis for various operational areas and provide reports to the CEO to aid in decision making.
- Manage the budget and reforecast process. Provide analysis of budget assumptions and actual to budget results. Support budget holders in managing their budgets.
- Recommend, implement, and document appropriate accounting and fiscal management policies and establish efficient organizational procedures for areas impacting financial reporting.
- Direct cash management functions, manage cash flow, and track accumulated reserve balances.
- Manage banking relationships to optimize service and minimize cost.
- Prepare long range financial projections to supplement the strategic business plan.
- Track restricted equity balances to ensure proper use of and releases from restriction.
- Maintain accounting control over endowments and investments. Work with investment managers to ensure appropriate reporting and fiduciary responsibilities are met.
- Manage annual audit, financial statement preparation, and Form 990 and PC filing.
- Evaluate current vendors from a relationship and pricing perspective and make changes as appropriate.
- Improve upon the effectiveness of the accounting system and the software applications that provide inputs into the general ledger.
- Manage risk, including the annual review of insurance coverage to assure adequacy.
- Assist the CEO in the management of the Human Resources function.
- Attend events when appropriate to be seen as a member of the leadership team managing the organization's success. These events will typically occur on nights and weekends.
- As a proactive and responsive organization, all staff members are assigned other responsibilities as required to contribute to the overall success of GHM.

Minimum Qualifications:

- Tremendous potential exists for an individual who can operate at a director level while also being comfortable rolling up their sleeves and doing what is necessary to get the job done.
- BS in Accounting, Finance, or comparable field, MBA/CPA a plus.
- Minimum of 8 years of accounting or finance work experience with at least 3 of those years in a manager or director level position.
- Knowledge of non-profit finance helpful.
- A results oriented leader who also values a positive and collaborative work environment and functions as an effective manager. An individual with a strong understanding of accounting and finance and exceptional and demonstrated analytical and organizational skills. Must have the ability to assess and implement internal controls. Excellent interpersonal and communication skills to foster effective work relationships at all levels and to interact with patrons.
- Experience with QuickBooks, Microsoft Office, ADP, and Google Applications.
- **All staff members are required to work in person at our music center.**

How to Apply:

- Please send cover letter, resume, and salary requirements (applications without cover letter and salary requirements will not be considered) to: Lisa Fiorentino, CEO, Groton Hill Music, 122 Old Ayer Rd, Groton MA, 01450, lisa@grotonhill.org

About Groton Hill Music:

Now in its 38th year, Groton Hill Music is a thriving regional non-profit center for music education, performance, and community engagement. One of only a few organizations in the U.S. that combines a music school, professional symphony orchestra, diverse concert series featuring high-quality touring artists, and high-impact music philanthropy, Groton Hill Music currently serves thousands of music lovers in our region and beyond. We believe that music inspires both our hearts and minds, encourages the growth of the whole person, and is integral to the lives of everyone we serve. Our mission is to share the transformative power of music, through teaching and performing, and giving music generously when there is need.

Groton Hill Music Center includes a 1,000-seat concert hall; a 300-seat concert hall; associated amenities; 35 rehearsal, teaching, ensemble, and community spaces; state-of-the-art acoustics; dynamic architecture; and lawn seating for outdoor concerts. Groton Hill Music is a regional gathering place for the highest quality music education programs and professional performances in all genres of music.

Groton Hill Music does not discriminate on the basis of race, color, religion, gender, gender identification, sexual orientation, national origin, citizenship, ancestry, age, mental or physical disability, veteran status, or any other category protected under applicable law in its admissions, educational programs, activities, or employment policies.

Learn more: www.grotonhill.org