

POSITION ANNOUNCEMENT

FINANCE MANAGER



Posting Date: June 2023
Status: Part time, 10-15 hrs/wk (hybrid)
Reports To: Artistic & Executive Director

The Pensacola Children's Chorus seeks an organized, personable, and responsible financial professional to serve as its Finance Manager. As a customer-focused team-player, the Finance Manager will work alongside the Artistic & Executive Director, existing staff, and the Board of Directors to advance the organization's mission and vision of transforming the community through music education and performance.

The Pensacola Children's Chorus (PCC) serves as the premier provider of youth-centered community music education for Northwest Florida. A nonprofit youth choir with a healthy annual budget, the Pensacola Children's Chorus boasts 9 resident ensembles comprised of over 200 singers in grades 1 through 12. Fusing healthy choral singing and vocal training with the performance skills of musical theatre, the organization boasts an impressive schedule of performances which reach 25,000+ audience members each year. In addition to its regular season programming, PCC serves as a model for positive youth development through choral singing by offering unique ensemble models and performance opportunities which promote community service, personal growth, and leadership. Entering its 34th year with the 2023-2024 season, PCC has extended its programmatic footprint beyond Downtown Pensacola to include neighborhood resource centers and agrarian communities near the Florida/Alabama state line. Additionally, a new partnership with the Escambia Children's Trust will provide free access to PCC's programs to Escambia County youth who need them most. There's no better time to be a part of PCC!

Purpose of Position

The Finance Manager (FM) works alongside the Artistic & Executive Director to manage the financial matters of the organization. With a focus on transparency, efficiency, and customer service, the FM oversees receivable accounts, manages expenses and reconciliations, ensures financial compliance, and interfaces with parents, vendors, and donors.

Essential Duties & Responsibilities

- Oversee the billing and collections processes for tuition-based programs;
- Monitor, follow-up, and collect on accounts receivable;
- Prepare reconciliations of company credit cards and treasury accounts;
- Calculate and remit monthly sales tax;
- Prepare financial data for board review and grant applications;
- Provide relevant reports to contracted CPA in order to conduct an annual external financial review and to prepare the Form 990;
- Attend staff meetings, board committee meetings, and other engagements upon request;
- Assist with special fundraising and programmatic events as needed;
- Ensure procedural compliance with board-approved financial procedures, 501(c)3 revenue code, the State of Florida, and Generally Accepted Accounting Principles (GAAP);
- Handle sensitive information in a confidential manner, and;
- Other relevant duties as requested by the Artistic & Executive Director.

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Qualifications & Capabilities

- Affinity toward PCC's mission to foster the personal and social growth of its members and engage the community through inspirational musical experiences;
- Associate's degree or above in accounting, finance, or a related field;
- At least 3 years of employment as a financial or accounting administrator (experience with nonprofit business preferred);
- Strong knowledge of QuickBooks (QuickBooks Online preferred);
- Strong knowledge of Microsoft Excel;
- Ability to work creatively both independently and with direction, as well as in collaborative environments;
- High degree of organization and personal accountability as is required of hybrid working positions;
- Demonstrated computer literacy;
- Demonstrated customer service skills;
- Strong organizational and communication skills, and;
- Experience working with a community arts organization (preferred).

Compensation & Benefits

- \$21.50 per hour (est. \$11,180 - \$16,770 annually)
- 15 hours paid vacation
- Generous holiday paid time off, based on board approved calendar
- Employee discount on program enrollment for dependents
- Employee discount on select merchandise
- Complimentary performance tickets

How to Apply

Interested candidates should prepare the following:

1. Cover letter that expresses interest for position and summarizes relevant qualifications;
2. A résumé which highlights relevant work experience;
3. References with phone number and e-mail address.

All applications will be acknowledged with an e-mail reply within a few days of receipt. References will not be contacted without prior permission from the candidate. Any offer of employment is contingent upon successful completion of a background check.

Please e-mail materials to Alex Gartner, Artistic & Executive Director, at jobs@pensacolasings.org, by no later than July 15, 2023. Applications will be reviewed as they are received.