



SENIOR DIRECTOR OF ACCOUNTING & FINANCE JOB DESCRIPTION

Department: Finance
FLSA Status: Exempt
Work Location: Hybrid
FT/PT: Fulltime
Last Revision Date: 9/23/2022

The Organization: The Detroit Symphony Orchestra (DSO) is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music.

The DSO is a complex organization. Operating 365 days per year in historic Orchestra Hall, one of America's most acoustically perfect concert halls, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative, and we are guided by our values of *excellence, diversity, resilience, collaboration, and innovation.*

The DSO's commitment to diversity, equity, and inclusion is paramount to who we are; we work to create an environment where all employees are seen, valued, and supported to enable their best every day. This is essential as we pursue our mission to impact lives through unforgettable musical experiences by sustaining a world class orchestra for the city of Detroit and the global community.

The DSO offers a unique, fast-paced working environment, an excellent overall compensation package, and is an Equal Opportunity Employer. For more information visit www.dso.org.

Position Summary: Reporting to the Vice President and Chief Financial & Administrative Officer (CFAO), the Senior Director of Accounting & Finance will be responsible the direct management of several key financial and operational activities within the organization, including budgeting, planning and forecasting; financial reporting; payroll and time & attendance functions; internal controls; and risk management. The Senior Director of Accounting & Finance will be involved in supporting presentations to the Board of Directors and the Finance, Audit, Investment and Risk committees, and will work closely with the executive leadership team.

The Senior Director of Accounting & Finance will also lead, manage, coach and mentor a team of 5 staff members, with two direct reports, and will serve as a member of the senior leadership team and work closely with each department to ensure that the DSO has appropriate systems and procedures in place to support effective program operations.

Specific Duties and Responsibilities:

- **Budgeting and Forecasting:** Leading the annual budgeting process, including providing staff with budget guidance, timeline, tools, training, and hands-on assistance; conducting trend analysis and benchmarking to prepare a budget narrative and schedules that support and substantiate the proposed budget. Facilitating the review and approval process in collaboration with the CFAO, including budget presentations to the executive management Team, Finance Committee and Board of Directors.
- **Internal and External Reporting:** With the Director of Accounting and Financial Reporting, preparing accurate, comprehensive, and timely financial reports and information in support of the organization's internal and external reporting requirements, including (i) financial budgets, projections and crucial data to facilitate long-term financial planning by executive management the Board; (ii) budget vs. actual comparison reports, customized financial reports and analysis to enable management to monitor their budgets, make mid-course corrections and facilitate informed decision-making; (iii) cash flow forecasts and historical trend reports to help ensure the organization meets its obligations; (iv) financial information and data required by government and regulatory agencies, including Form 990, Form 5500, A-133 single audit reports, (v) financial information that substantiates the organization's compliance with donor designations and restrictions.
- **Annual Audit:** Ensuring that the organization has timely and accurately fulfilled all its obligations and responsibilities for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, preparation of IRS Form 990, and any other services requested (i.e., A-133 Audit).
- **Enterprise Risk Management:** Ensuring that the organization has the financial systems, policies, procedures, internal controls, segregation of duties and security access in place to safeguard assets and data; to prevent or detect fraud and conflicts of interest; to promote accurate and timely reporting and analysis; to ensure compliance with contractual obligations; and to ensure clean financial and government audits.
- **Financial Analytics, Advice and Counsel:** Conducting in-depth financial analysis; providing expert financial perspective and opinions; proficient in spreadsheet design to facilitate complex analysis; and instrumental in helping to assess risk, analyze efficiency and inform business decisions made by executive management.
- **Payroll, Time & Attendance and Employee Benefits:** Proactive management of the full-cycle payroll function, including accuracy and timeliness of employee pay, time & attendance administration, and compliance with employee retirement and other benefits impacting payroll.
- **Commitment to Continuous Improvement:** Demonstrating an on-going commitment to continuous improvement by implementing systems, structure, policy and/or process enhancements that improve the efficiency and effectiveness of the organization.

Qualifications: This is an extraordinary opportunity for a mature leader with seven to ten years of non-profit accounting, finance, and management experience.

Other qualifications include:

- A proactive, hands-on strategic thinker who will own, in partnership with the CFAO, the responsibility for the Organization's finance and IT functions
- Strong technical and analytic skills with the ability to build financial models and forecasts
- Keen analytic, organization and problem-solving skills.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners

Physical Requirements: This role primarily works in an office environment, and frequently has prolonged periods of sitting and looking at a computer screen.

Primary Reporting Responsibility: Vice President and Chief Financial & Administrative Officer

Supervision Provided: Director of Accounting and Financial Reporting, Payroll & Benefits Accountant

The DSO recommends that all employees be vaccinated and boosted against COVID-19.

