

## JOB DESCRIPTION

### Director of Accounting and Financial Reporting

<b>Classification:</b>	Director of Accounting and Financial Reporting
<b>Department:</b>	Finance
<b>FLSA Status:</b>	Exempt
<b>Last Revision Date:</b>	September 2021

#### The Organization

The Detroit Symphony Orchestra 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, 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.

The DSO offers a unique working environment and an excellent compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

#### Position Summary

We seek a talented, dedicated and experienced professional to join the DSO's Finance Department and assume a critical role that is responsible for:

- Leading the day-to-day Finance activities, maintaining accuracy and internal control
- Ownership of the general ledger
- Accounting for gifts, endowment investments, and inter-fund transactions
- Grant budgeting, tracking and reporting
- Financial reporting and financial analysis

#### Specific Duties and Responsibilities

- Provide oversight, guidance, coaching and assistance to other Finance staff.
- Prepare monthly and annual financial statements reporting the results of DSO operations, including comparisons to the annual operating budget and explanations of variances to budget.
- Create grant and program budgets and monitor actual spending. Analyze and report on variances.
- Monitor, analyze and record endowment investment activity, including allocation to individual donor funds.
- Track restricted and unrestricted net assets, in multiple funds.
- Assist with the preparation of the annual budget, periodic forecasts, long range plans.

- Provide financial support, oversight and analysis to other departments (particularly Advancement), serving as the primary point of contact for other director-level staff.
- Provide weekly updates to the DSO's cash forecast
- Evaluate restricted gifts for release from restriction, and accurately record the release.
- Reconcile and ensure accuracy of contributed revenue and pledges.
- Accurately code major gifts for entry into the gift database.
- Ensure compliance with Federal and State reporting requirements incl. 1099, 1042.
- Review and analyze accounting activity related to the DSO's parking garage.
- Prepare for annual audit including year-end reconciliation and journal entries, workpaper and financial statement preparation, and compilation of tax data.
- Enforce, document, and recommend improvements to policies and procedures.
- Reconcile bank accounts.
- Other duties as assigned.

### **Experience**

- Bachelor's degree in accounting required
- 5+ years of accounting experience required
- Expertise with Microsoft Excel required
- Experience in fund and gift accounting strongly preferred
- 2+ years of management experience strongly preferred
- Familiarity with Blackbaud Financial Edge software strongly preferred

### **Personal Attributes and Competencies**

- Strong verbal and written communication skills and the ability to interact effectively with non-Finance staff about accounting and financial topics
- Excellent time management and organizational skills and an ability to meet deadlines in a fast-paced environment
- Ability to treat confidential and private information with discretion
- Interest in the arts and/or classical music a plus

**Reports to:** Senior Director of Accounting and Finance

**Secondary Reporting Responsibility:** Vice President and Chief Financial Officer

**Positions Reporting To:** Senior Accountant – Business Operations, Gift Entry Coordinator, Accounts Payable Coordinator

**Works Closely With:** Other Finance staff, Advancement staff, and other Directors throughout the organization.

**\*The essential duties for this position require in-person interaction with staff, musicians and/or guest artists. Therefore, in alignment with the DSO's COVID-19 safety policy, full vaccination for COVID-19 is required for employee's working in this position.**