

FOR ARTISTS

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Thursday, March 16, 2023

Director of Finance and Administration

Company: New Music USA

Location: New York, NY

Compensation: \$80-100k DOE + generous benefits package including health insurance & paid vacation

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Do you love using your financial expertise to support mission-driven work? Do you pride yourself on being reliable, collaborative, and leading systems that work across entire organizations? Are you excited about working for an organization that supports music creators and new music across the US? This role could be for you!

Job Title: Director of Finance and Administration

Application link: <https://newmusicusa.org/who-we-are/our-people/careers/finance-administration/>

Classification: Full-Time and 4-day-per-week proposals will be considered.

Reports to: CEO; supervises our Administrative Associate; works closely with our grants and development teams, as well as our board finance committee.

Salary: \$80-100k dependent upon experience plus generous benefits package including health insurance and paid vacation.

Location: Lower Manhattan, New York; Core hours are 10:00 am-6:00 pm EST. We have a hybrid home/office working policy. This post is required to work in the office at least 1 day per week.

ABOUT NEW MUSIC USA: New Music USA is a national resource for the new music community. We empower and connect US-based music makers, organizations, and audiences by providing financial support, building community, and being an advocate for the field. Working in collaboration with the music community, New Music USA responds to evolving needs and amplifies the diverse voices of music creators. We envision a thriving and equitable ecosystem for new music throughout the United States.

The budget to support our activities is approximately \$3m per year. Revenue includes earnings from the endowment, institutional grants (government, foundations, and corporations), and donations from individuals. We maintain cash reserves and an endowment with a corpus in excess of \$15m. Our staff consists of engaged, committed, and forward-thinking individuals working together in a highly collaborative environment. All of us have strong connections to the arts, many as active artists. We are thinkers and hard workers who have fun doing what we do.

ABOUT THE JOB: New Music USA is seeking an experienced, motivated, and highly organized financial professional to join our team. This position offers the right person the opportunity to play a key role in consolidating all of our systems and policies and in energizing our team around collaborative planning and administration. The Director of Finance and Administration will be a member of the senior leadership team and will play a central role in the financial stability of the organization.

The successful candidate will be a flexible, empathetic leader, a generous collaborator, and will exhibit the ability to lead efficient systems that will facilitate the work of a small and busy team. As expected of every member of our team, the Director of Finance and Administration will play a meaningful role in actualizing New Music USA's commitment to the principles of equity, diversity, and inclusion. In addition, they will contribute to our organization's working culture which fosters imagination, connectivity, empowerment, inclusivity, and trust.

WHAT YOU'LL DO: The Director of Finance and Administration will be responsible for the systems and processes that our organization uses every single day, including all financial functions, HR policies, and general operations. The Director will function as the CEO's chief advisor on

financial matters and will be responsible for establishing and monitoring the organization's financial plan and annual budget. They will also serve as a primary administrative resource for staff.

RESPONSIBILITIES

FINANCE

Develop and implement a comprehensive fiscal plan and budget planning process, in partnership with the CEO
Lead all day-to-day finance oversight and management, including accounts payable and receivable, payroll (with an external vendor), cash flow, budget tracking, bookkeeping, paying contractors, filing and processing of payments/invoices, and transfer of funds between current and investment accounts
Provide financial projections and direct staff members in program budget management
Serve as the primary contact with the bank and with the independent auditors as they conduct an annual review of New Music USA's financial statements and practices; overseeing 990's
Report to the CEO and Board on finances, prepare quarterly financial information, attend Board meetings, and act as the Board Finance Committee's first point of contact
Establish and maintain a system of internal financial controls to meet New Music USA's objectives of effective and efficient non-profit operations, compliant with applicable laws
Partner with development staff to maintain and improve our gift processing workflow from gift entry to financial reconciliation; provide information for fundraising budgets and reports, including relevant updates on income and expenditure
Provide regular support to the grants team by overseeing the processing and systems for grant payments, the allocation of endowment funds, and the reconciliation of payment schedules/award letters with our accounting system

ADMINISTRATION

HR

Ensure the development of human resource policies and procedures that are complete and compliant with applicable legal requirements; retain relevant human resource records
Administer company insurance plans and policies, including health, workers' compensation, and general liability
Research, implement, and educate staff about employee benefits programs annually, including health insurance and retirement plan
Work with the Administrative Associate to oversee the onboarding and offboarding of employees
Lead recruitment and termination processes; assist the CEO and senior staff to schedule annual reviews for staff
Update job requirements and job descriptions for all positions. Prepare induction guides for new employees including employee handbook and policy updates; oversees relevant IT access

OPERATIONS

Regularly evaluate the efficiency of business procedures, record keeping, electronic filing, and systems; identify and apply improvements
Be responsible, with our Administrative Associate, for our office in the Financial District, including liaising with landlords, appropriate health and safety procedures, general office organization, and creating a welcoming working environment
Manage relationships/agreements with external partners/vendors.
Update and maintain a list of IT equipment, including life-cycle and replacement costs
Support board governance functions including the planning of meeting and committee cycles with the Administrative Associate, and the creation of a board manual
Performs other duties as assigned by the CEO.

SKILLS AND EXPERIENCE NEEDED

A minimum of five years' proven track record in financial management, in a nonprofit, fund accounting environment
Proven leadership and decision-making skills; ability to offer problem-solving guidance and help others find effective solutions
Demonstrated success in financial management including the effective allocation of resources, budget preparation, financial analysis, and revenue projections
Experience in the management of organizational policies including HR
Flexibility in dealing with people and competing demands
Expert knowledge of nonprofit accounting principles and practices. Experience with independent audits. Familiarity with 990 tax returns.
Knowledge of GAAP standards and FASB principles
Proficiency with software programs (accounting e.g. QuickBooks, excel, spreadsheets, databases, CRM systems) and the ability to learn new software as necessary
A bachelor's degree in accounting or a relevant degree and equivalent experience
Excellent interpersonal and communication skills.

DESIRABLE SKILLS AND EXPERIENCE

Experience with the stewardship and financial reporting on public funds
CPA degree/certification
Knowledge of database software
Professional experience in a grantmaking or performing arts organization.

New Music USA, an equal-opportunity employer, strongly encourages applications from people of color. All applicants will be considered for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

APPLICATION INSTRUCTIONS:

Please submit your CV along with a cover letter as a single PDF file with the heading Director of Finance and Administration. Please include in your cover letter (max. 2 pages) how your experience fits with this position and why you're interested in working with New Music USA. This file should be uploaded via the 'upload resume' box on the application page.

We ask that you kindly provide 3 references, at least one of whom has supervised you. There will be a separate text box on the application form for you to provide your references.

Applications will be accepted on a rolling basis and we will start interviews as suitable proposals are submitted. Applications will close on Monday, April 3rd.

