Organization
Chamber Music America (CMA) is the national network for the ensemble music profession with a membership of nearly 4,000 ensembles, concert presenters, festivals, training programs, independent musicians, educators, composers, music businesses, and chamber music enthusiasts. Founded in 1977 to develop, support, and strengthen the small ensemble music field, CMA delivers a comprehensive array of career development opportunities and direct financial support to this community in order to sustain its vitality and innovation.

Position Summary
Reporting to and working closely with the Chief Executive Officer, the Director of Finance will serve as the organization’s chief financial officer responsible for financial planning, management, and accounting. As a key member of Senior Management, the Director will provide financial and operational input for all strategic planning processes.

Responsibilities
- Ensure responsible stewardship of the organization’s resources
- Oversee and lead annual budgeting and planning in collaboration with the CEO
- Manage organizational cash flow and forecasting
- Manage and maintain all accounting systems and functions
- Ensure that the financial records are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and provide overall financial oversight and monitoring of fiscal practices and internal controls
- Comply with applicable federal, state, and local regulatory laws and rules for financial and tax reporting
- Prepare financial statements and other financial reporting for both internal and external users
- Manage banking, investment, credit, vendor, customer, and insurance relationships, contracts, and policies; liaise with Coop building management company and Coop Board of Directors
- Coordinate and lead the annual audit process with the external auditors and the Finance and Audit Committees of the Board of Directors

Qualifications
- An undergraduate degree in accounting is required; an MBA and/or a CPA license is desirable
- 3+ years of non-profit accounting experience required
- Familiarity with non-profit accounting, reporting, and compliance
- Experience in budgeting, reporting, grant management, and auditing is essential
- Experience presenting financial information to Board committees and Board of Directors
- Proficient with current versions of Intuit Enterprise accounting software
- Must exhibit excellent judgment, professionalism, confidentiality, and flexibility
- Demonstrate creative, thoughtful problem solving
- Committed to fostering an environment that embraces diversity, equity, inclusion, and accessibility through respect, collaboration, and intentionality

Position
- Full-time and exempt
• On-site at the Chamber Music America office in New York City; adjustments will be made if indicated by CDC and local guidance regarding COVID-19.

Compensation & Benefits
• Salary range $70,000 - $80,000
• Employee benefits include individual health insurance, 403b pension, and retirement savings plans, and generous vacation, sick, and personal days.

Start Date December 1, 2021

To Apply: Send resume and cover letter indicating why you are the right candidate for this position to CMAOffice@chamber-music.org with “Finance Director” in the subject line. No phone calls or other inquiries please. We will contact you if we wish to schedule an interview.

Chamber Music America is committed to a staff environment that is diverse, inclusive, and equitable, where differing perspectives are a source of strength. CMA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sex, sexual orientation, or gender expression. BIPOC individuals are encouraged to apply.