



BILLINGS SYMPHONY

JOB ANNOUNCEMENT

Position: Finance Assistant
Department(s): Administration/Office
Reports To: Chief Executive Officer with tasks assigned by Chief Operating Officer
FLSA Status: Non-Exempt; HOURLY PART-TIME (20-25 hours per week)
Salary/Benefits: \$18-\$20 per hour DOE; Paid holidays; PTO; Concert tickets

Organization Summary:

The mission of the Billings Symphony is to *enrich lives through music* by providing music education and performances for enjoyment, creative expression, and personal growth. Our mission is supported by the efforts of the community, board, conductors, performers, a small staff, and volunteers. It remains the driving force behind the organization's success.

The Billings Symphony serves Billings, Montana metropolitan area of 150,000+, and surrounding communities in eastern Montana and northern Wyoming. The Billings Symphony is delighted to be entering its 75th season.

The 180+ musicians of the Billings Symphony's Orchestra and Chorale perform eight subscription concerts as part of our Classic Series at the Alberta Bair Theater each season. Additionally, seven Sukin Series concerts performed in a variety of local venues, three annual performances of the Nutcracker Ballet, Family Concerts, Young People's Concerts, and the annual Symphony in the Park concert are all a part of each season. Added in 2022 are four youth orchestra ensembles comprised of local students in grade 2 to college. This and other family-focused activities are all part of our new Free Family Series.

The Billings Symphony also presents concerts to geographically isolated and culturally underserved communities. Depending on the season, we serve a region extending from Sheridan, Wyoming to Sidney, Montana. The symphony supports over 150 outreach programs each season. Together with its education and community engagement division, *Explore Music!*, the Billings Symphony programs reach over 40,000 children, youth, adults, and seniors each year.

Position Summary:

The Finance Assistant (FA) is responsible for the financial support work of the Billings Symphony, serving as the liaison between the Administration, musicians, and the contracted accounting/payroll firm. The FA assists the CEO and Administrative staff in maintaining the financial records and preparing the annual budgets of the Billings Symphony as well as Montana Development Co., a subsidiary of the Billings Symphony. This position primarily focuses on assisting contracted accounting providers with all financial reporting related to the job functions below. The FA will be required to work a regular schedule of 20-25 hours per work week (M-F), with the ability to work more if necessary. The exact start date is negotiable.

General Responsibilities and Essential Job Functions:

1. Payroll – completed every two weeks.

- In consultation with the Administration and Director of Artistic Operations, provide all payroll documentation to the organization's payroll provider, this includes musician and staff payroll forms, travel and expense reimbursements, and other payroll items as necessary, using customized Excel spreadsheets.
- Gather and keep up-to-date personnel documentation.
- Update sick and vacation leave schedules as necessary during each pay period.

2. Other

- Assist administration and contracted accounting firm using the accounting program Quick Books.
- Balance and reconcile daily batches (ticket sales, donations, and credit card transactions) using the CRM *Patron Manager* by Salesforce.
- Provide invoicing for accounts receivable.
- Assist contracted accounting firm with accounts payable.
- Assist staff with accurate coding of all accounts payable and receivable.
- Financial reconciliations of credit card accounts and aid accounting services provider with reconciling bank accounts, credit cards, and investment accounts.
- Maintain donor annuity transactions.
- Generate appropriate tax receipts and thank you letters to donors.
- Executive reports – provide information for audit, grants, and financials as needed.
- Set up and reconcile cash for box office and special events.
- Reconcile petty cash.
- Bill Rocky Mountain College and MSU-Billings monthly for ticket vouchers.
- Filing: keep financial files up to date and in proper order
- Assist CEO with annual organization budget.
- Assist administrative staff with ticketing..
- Perform other duties as assigned by the.

Qualifications and Skills:

- Postsecondary education or training in the field of finance, accounting, or business desired.
- Proven experience within similar position(s) desired.
- Basic knowledge of accounting principles and practices.
- Excellent attention to detail and accuracy.
- Experience with non-profits desired.
- Experience with the use of finance software Intuit QuickBooks.
- Proficient in the use of Excel and other Microsoft Office products.
- Ability to pass required background check.
- Ability to work in-office.

Diversity, Equity, & Inclusion:

The Billings Symphony is committed to building and fostering diversity, equity, and inclusion. We believe that access to music is a human right, and we carry that belief forward within the communities where we live and work. We live our mission through inviting environments that are accessible to all and by representing our diverse community on our stages and in our programming, audiences, and activities.

The Billings Symphony is proud to be an equal opportunity employer. We encourage applications from diverse candidates, and we are committed to the creation of an inclusive work and performance environment for all employees. We will not discriminate and will take affirmative action measures to ensure against discrimination on the basis of race, color, gender, gender expression/identity, national origin, age, religion, creed, disability, veteran's status, or sexual orientation.

Application Instructions:

- Position will remain open until filled. Start date is negotiable. Applicants who can start in early February will be given preferential consideration.
- To apply for this position, please send **cover letter and resume** to careers@billingsymphony.org.
- No phone calls please.
- References will be required if offered position.