



Grand Teton Music Festival Finance Manager Job Description

The Finance Manager oversees all aspects of finance and the day-to-day office administration. The Finance Manager is the lead staff person for creating and implementing the Festival's \$3.5M budget, coordinating the annual audit/tax filings, and interacting with the Festival's Investment Manager as it relates to the Festival's \$10M endowment/invested funds.

The Finance Manager is heavily involved in strategic and financial decisions regarding musician housing and how best to implement short and long-term housing strategies as well as financial decisions regarding facilities, including Festival Hall and office space.

Key responsibilities include accurately managing the financial books and accounting records, processing invoices, deposits and reconciliations in a timely manner, creating monthly financial reports and disclosing any material budget variances to the Executive Director and Finance Committee Chair.

During the summer season, the Finance Manager is charged with payroll administration for contract employees (including the orchestra), and soloists in an accurate and timely manner. This involves creating accurate cash flow projections to account for financial seasonality the Festival expenses. The Finance Manager also works closely with the seasonal staff to ensure that the box office, concessions and merchandise sales receipts are recorded and deposited timely and accurately. This includes implementing and overseeing internal financial controls based on industry best practices for a small company.

This position works closely with the Development Department to ensure accurate processing of donor pledges and gifts, as well as the Marketing Department to ensure accurate processing of donor ticket benefits and purchases.

The Finance Manager has one direct report, a part-time Office Manager and as such has oversight of office management and the IT systems.

The Finance Manager is expected to maintain a positive and effective working relationship with the chairs of the Audit, Finance, and Investment Committees. The Finance Manager is the staff liaison for these committees and is tasked with setting the annual meeting schedule in conjunction with the committee chairs.

To apply, please send cover letter and resume to gtmpf@gtmpf.org. No phone calls please. Position open until filled.