



## **CONTROLLER**

The Santa Fe Chamber Music Festival (Festival) is a 501(c)(3) nonprofit that brings together the world's finest musicians to perform chamber music in all its forms; builds a broad and knowledgeable audience of all ages; provides diverse educational opportunities; and enhances the cultural environment of Santa Fe and New Mexico.

### **SUMMARY**

Provides leadership and manages the Festival's financial and budgetary functions and activities. Ensures timely and accurate information is available for effective decision-making.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Manage financial and accounting functions including: payroll; accounts payable; accounts receivable; tax filings; and cash management. Maintain the accounting for employee benefits and ensure essential staff accountant duties are fully backed up.
- Maintain general ledger, reconciling accounts and departmental sub ledgers monthly. Prepare monthly financial statements and other reports as requested.
- Establish and maintain accounting policies and procedures. Design internal control procedures, oversee their implementation and monitor compliance.
- Provide timely/monthly/as needed financial information to staff, the Finance Committee and the Board of Directors to assist them in decision-making.
- Manage cash flow and prepare cash position reports and projections
- Coordinate the external audit and assist auditors as needed to complete audit and annual Form990 filing
- Manage human resources function. Includes interface with vendors and advisors to procure and manage agency benefit plans, including insurance, retirement plan and other benefits. Work with managers to maintain and onboard quality staff.
- Maintain an accounting of the SFCMF Endowment Foundation investment funds.
- Manage the development of the agency budget. Prepare financial projections and forecasts as needed.
- Oversee risk management, including tracking and safeguarding physical and financial assets and negotiating appropriate insurance coverage.
- Ensure that information systems are adequate for efficient and effective management of agency activities and finances, and spearhead enhancing systems as needed.

### **OTHER DUTIES include the following:**

- Attend meetings of the Board of Directors and provide leadership to help Board committees and task forces fulfill their responsibilities.
- Perform other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong organization, communication, and leadership skills. Good listener, proactive, and collaborative problem-solver.
- Accurate and detail oriented.
- Ability to build and maintain effective, collaborative relationships
- Payroll & benefits administration experience
- Strong customer service orientation and commitment to quality.
- Discipline to meet deadlines, decisive.
- Take initiative; focus on solutions.
- Strong computer skills to understand the organization's standard operating system, word processing and spreadsheet applications, accounting system, payroll system, data management and Internet access.
- Understand and adhere to the need for confidentiality.
- Ability to work professionally in an occasionally stressful environment.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in accounting or a related field and 5 years of accounting experience, CPA preferred. Nonprofit experience also valued.

**OTHER**

Part-time Position – 24 hrs/week

Competitive salary, commensurate with experience.

***Please email cover letter and salary requirements to:***

*Amy Lam, Interim Executive Director  
Santa Fe Chamber Music Festival  
alam@sfcmf.org*