



Director of Finance & Administration

Organization: Oakland Symphony **Location:** Oakland, CA [hybrid, minimum 3 days onsite] **Reports to:** Chief Executive Officer **Status:** Full-time, exempt **Salary range:** \$100,000 – \$110,000 **Application deadline:** Open until filled

About Oakland Symphony

Oakland Symphony is a professional orchestra, volunteer chorus, and music education organization rooted in one of the most culturally diverse cities in the country. Through concerts, education programs, and partnerships across the East Bay, we work to make the orchestra a civic institution that belongs to the community it serves.

Our annual operating budget is approximately \$3.5 million, supported by earned revenue, individual and institutional giving, and government funding. We employ 10 full-time administrative staff alongside contracted musicians and production personnel.

About the Role

The Director of Finance & Administration is Oakland Symphony's lead finance staff member, responsible for the accuracy, timeliness, and integrity of the organization's financial and human resources operations. This is a hands-on role. The person in this seat does the work: they close the books, run payroll, administer benefits, and prepare the reports leadership and the board rely on.

We are looking for someone who takes pride in clean execution: books that close on schedule, reconciliations that hold up, payroll that runs without drama, and an audit that goes smoothly because the groundwork was laid months earlier.

You will not be doing this alone. Oakland Symphony has an active Treasurer and engaged Finance Committee, Investment Committee, Audit Committee, and 401K Trustees that includes CPAs, finance executives, and institutional memory, in addition to a CEO and General Manager who participate directly in financial review. Payroll registers, bank reconciliations, and financial statements receive regular executive and board-level review. For a candidate who wants to deepen their expertise in nonprofit finance with experienced practitioners close at hand, this is an unusually well-supported environment.

Key Responsibilities

Financial Operations

- Maintain the general ledger and perform full-cycle bookkeeping, including accounts payable and receivable
- Execute the monthly close and prepare bank, credit card, and investment reconciliations
- Reconcile donations, tuition, and box office revenue with the general ledger
- Prepare and monitor cash flow forecasts, flagging timing issues in advance
- Process invoices, expense reimbursements, and vendor payments

Reporting and Budgeting

- Prepare monthly financial statements and budget-to-actual reports for the CEO, Treasurer, and Finance Committee
- Coordinate annual budget development in partnership with the CEO, General Manager, and department leads
- Produce financial schedules, budgets, and reports for grant proposals and funder reporting
- Track restricted funds and prepare release-of-restriction entries

Human Resources, Payroll, and Benefits

- Process payroll for administrative staff, musicians, and teaching artists, including per-service and union payroll
- Administer employee benefits, including annual open enrollment and broker relationships
- Manage 401K plan administration and remittances with Trustees
- Oversee onboarding and offboarding, personnel files, and employment documentation
- Maintain HR policies and the employee handbook in compliance with California employment law
- Serve as the primary point of contact for staff questions on pay, benefits, and leave

Compliance and Audit

- Serve as the staff lead for the annual audit, working with external auditors from planning through final report
- Coordinate preparation of IRS Form 990 and related filings
- Maintain state charitable registration, business licenses, and insurance renewals
- Ensure compliance with government contract and grant requirements
- Support contract review and vendor management

Systems and Internal Controls

- Maintain and document financial policies, procedures, and internal controls
- Partner with the CEO, General Manager, and Board Treasurer on the review controls that support segregation of duties
- Identify and implement improvements to financial and HR systems and workflows

What We're Looking For

Required

- Four or more years of nonprofit finance experience, including hands-on general ledger and month-end close responsibility
- Working knowledge of nonprofit GAAP, including net asset classification and restricted fund accounting
- Experience preparing for and supporting an annual external audit
- Payroll processing experience and familiarity with benefits administration
- Working knowledge of California employment law, including wage orders, meal and rest break requirements, and independent contractor classification
- Proficiency in QuickBooks Online or comparable accounting software, and strong Excel skills

- Meticulous attention to detail and a track record of meeting deadlines without being chased
- Discretion and sound judgment in handling confidential financial and personnel information
- Clear written and verbal communication with colleagues who do not have finance backgrounds

Preferred

- Experience in an arts, culture, or performing arts organization
- Familiarity with union payroll, particularly American Federation of Musicians collective bargaining agreements, per-service musician payments, and pension and health fund remittances
- Experience reconciling ticketing platform revenue (Tessitura, PatronManager, or similar)
- Experience with government grant and contract compliance
- Bachelor's degree in accounting, finance, or business, or equivalent professional experience
- CPA or progress toward certification

We recognize that strong candidates may not check every box. If you meet most of the required qualifications and are interested in this work, we encourage you to apply.

Compensation and Benefits

Salary: \$100,000 – \$110,000 annually, commensurate with experience. This range reflects our good-faith estimate of the compensation for this position at the time of posting.

Benefits include:

- Employer-sponsored medical (including Eye) and dental insurance
- 401(k) retirement plan
- Paid vacation, accrued each pay period at a rate based on length of service, up to a maximum balance. 10 days in the 1st year.
- Paid sick leave accruing at 4 hours per bi-weekly pay period (approximately 13 days per year), up to a maximum balance of 15 days (120 hours)

How to Apply

Please submit a resume and a brief cover letter describing your relevant experience to jobs@oaklandsymphony.org with the subject line "**Director of Finance & Administration — [Your Name].**"

Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.

Equal Opportunity

Oakland Symphony is an equal opportunity employer. We are committed to building a staff that reflects the diversity of the community we serve, and we strongly encourage applications from people of color, women, LGBTQ+ individuals, people with disabilities, and members of other communities historically underrepresented in orchestral administration.

We provide reasonable accommodations for applicants with disabilities. To request an accommodation, contact admin@oaklandsymphony.org.