



**POSITION OPENING:**

July 18, 2012

---

## **FINANCE MANAGER**

### **Organization**

Apollo's Fire, the Cleveland Baroque Orchestra, is an internationally recognized touring ensemble with a thriving subscription series in Cleveland and Akron. Hailed as "the U.S.A.'s hottest baroque band" (Classical Music Magazine, UK), the ensemble celebrated its 20<sup>th</sup> anniversary season this year. Apollo's Fire has performed to sold-out houses at major halls in European capitals, as well as the U.S. and Canada. The ensemble performs a series of 6 subscription programs with multiple performances of each program in venues throughout Northeast Ohio, as well as summer countryside concerts in rustic venues.

Performing on period instruments under the leadership of Music Director Jeannette Sorrell, the ensemble has been praised for "forging a vibrant, life-affirming approach to the re-making of early music" (BBC Magazine). The ensemble records for British label AVIE RECORDS and has released 17 commercial CD recordings, with the last two reaching the Top 10 on the classical Billboard chart. AF maintains a suite of offices at the historic Rockefeller Building in Cleveland Heights. The organization has a Board of 22 and an administration of four full-time and seven part-time staff members.

### **Job Description**

The Finance Manager reports to the General Manager and performs all finance tasks for the organization. This position is 20-30 hrs/week, paid on an hourly basis. A part-time assistant is available on a limited basis to help with cutting checks and some clerical duties. Responsibilities include:

- **Receipt of Funds:** The FM processes all funds received by the organization, including cash and credit card receipts and checks. All receipts must be properly documented and reconciled with logs kept by the originating department. The FM prepares all bank deposits, assigns account numbers to deposits, and enters deposit data in the organization's accounting computer program (Quickbooks)
- **Accounts Receivable & Payable:** The FM sets up receivables for funds due from grants and invoices, and tracks them in the organization's Quickbooks program. He/she prepares weekly reports of overdue receivables for distribution to the General Manager. At the direction of the GM, the FM initiates contact to collect funds. The FM reviews all payables/invoices, secures approval from relevant department heads, assigns account numbers to each invoice, and

prepares checks. Checks, with all supporting documentation, are presented to the GM for signature and for reconciliation with the accounts-payable log.

- **Cash Management & Banking:** The FM monitors cash availability and reports bank balances weekly to the GM. In periods when cash balance is low, the FM prepares frequent reports showing expected cash receipts and target dates for payables. The FM reconciles all of the organization's bank accounts monthly and notifies the GM when transfers are needed from Board-controlled funds to the operating account.
- **Budgeting:** At the direction of the GM and the Artistic Director, and with input from departments, the FM develops and maintains the organization's master budget. Budget variance reports are prepared on a monthly basis. The FM advises the GM in a timely manner of significant unfavorable variances.
- **Audit:** The FM serves as the primary contact for the certified public accountants conducting the organization's annual audit and preparing Federal income tax forms. The FM provides the auditors with information requested in a timely manner.
- **Board and Finance Committee Reporting:** The FM prepares all reports and materials necessary for the Finance Committee and the Board. These typically include a general operating income statement, project variance reports, and a cash flow statement.
- **Other Duties:** The FM attends general staff meetings, and may be asked to attend Finance Committee meetings. Other duties of a financial nature as assigned.

Compensation: Hourly rate is commensurate with experience.

Qualifications & Personal Characteristics:

- Bachelor's degree with an accounting major or equivalent academic preparation
- Knowledge of business practices and nonprofit accounting
- At least 2 years financial management experience, preferably at a nonprofit
- Experience using Quickbooks
- Highest ethical standards and attention to detail
- Ability to focus and work independently
- Good interpersonal and communications skills

**To apply**

**Please send resumé, cover letter, and names of current references to:**

Search@apollosfire.org  
Apollo's Fire Baroque Orchestra  
3091 Mayfield Rd., Suite 217  
Cleveland Heights, OH 44118  
[www.apollosfire.org](http://www.apollosfire.org)