

Hawaii Youth Symphony

Job Title: Finance Manager (Part-Time)

Employment Type: Part-Time

FLSA Status: Exempt

Department: Administration

Reports To: President

Job Summary

The Finance Manager performs the accounting tasks which include analyzing and reconciling accounts, researching variances, fulfilling document requests, preparing audit support, and maintaining process and controls documentation. The Finance Manager works with the external accounting firm.

Compensated at \$20.00/hr to \$26.00/hr; estimated 15-18 hours per week

Essential Duties

- Manage A/P and A/R
- Manage online payment gateways, such as Bill.com, Stripe, Blackbaud. Obtain customer information for reporting and reconciliation purposes.
- Manage credit card accounts.
- Review financial statements, workpapers, and journal entries prepared by external accountants/auditors.
- Respond to document requests, phone calls, and emails in a timely manner.
- Obtain invoices from vendors/contractors and ensure timely payment.
- Work with the President to manage the financial aid, scholarship, and travel assistance program.
- Ensure proper internal controls and compliance with Financial Accounting Standards Board (FASB) financial accounting and reporting standards.

Secondary Duties

- Submit state tax filings including Hawaii General Excise Tax.
- Maintain an orderly accounting and personnel records filing system.
- Maintain corporate registrations.
- Prepare salary and benefits surveys.
- Cashier merchandise sales at special events and concerts.
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a Bachelor's degree and 2 years to 5 years of previous experience in Accounting, Finance, or similar. Experience in not-for-profit industry a plus.

Behavioral Characteristics

- Achievement/Effort -- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Self Control -- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Coordination -- Adjusting actions in relation to others' actions.
- Service Orientation -- Actively looking for ways to help people.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity -- The ability to speak clearly so others can understand you.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Reasoning Ability

- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

- Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Analytical Thinking -- Job requires analyzing information and using logic to address work-related issues and problems.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Estimating the Quantifiable Characteristics of Products, Events, or Information -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.

Mathematical Skills

- High skills -- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Computer Skills

- Accounting or bookkeeping software
- Applications to enter, access and retrieve financial data
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- Spreadsheet software
- Word processing software

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to sit.
- frequently required to talk or hear.
- occasionally exposed to stand; walk.

The employee must:

- occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; color vision; peripheral vision.

Work Environment

The noise level in the work environment is quiet.