

## **VSO Business & HR Manager**

**July 28, 2023**

The Vermont Symphony Orchestra Association, a leading not-for-profit organization and equal opportunity employer, is seeking an experienced finance professional as its full time Business Manager in Burlington, VT.

Note that this position can be either one full time position or split into two different part time positions (human resources/payroll and finance/accounting). Applications for a full-time position, or a part-time position, are welcome

Experience with QuickBooks, nonprofit accounting and payroll required. Responsibilities include recording cash receipts, account reconciliations, investment accounting, financial reporting, employee benefits maintenance, submission of payroll to external processing company, and basic HR duties. Competitive pay, benefits, flexible schedule, and hybrid remote/in person office hours available. Located in Burlington; parking is provided. **Please submit resume in confidence, with at least two current, contactable references, to [elise@vso.org](mailto:elise@vso.org); open until filled.**

### **Qualifications**

1. Bachelor's degree in Accounting or equivalent work experience
2. Working knowledge of generally accepted accounting principles (GAAP) for nonprofit organizations
3. Proficiency with QuickBooks (currently using Online Advanced)
4. Expertise with Microsoft Office products
5. Ability to analyze and solve problems
6. Ability to work independently and as a member of a small team
7. High ethical standards, exhibiting honesty, integrity, and transparency
8. Strong attention to detail and organizational skills
9. Strong verbal and written communication skills
10. Some human resources experience or knowledge

### **Job responsibilities**

#### Daily/weekly

1. Process vendor invoices for payment via checks and ACHs
2. Record bank deposits and cash receipts
3. Record online donations

#### Bi-weekly

1. Input timesheets into payroll portal and submit information to payroll service
2. Receive payroll reports, review for accuracy, and record journal entries

#### Monthly

1. Reconcile key balance sheet accounts and post adjusting entries as needed
2. Reconcile investment accounts to investment reports
3. Complete bank reconciliations for all accounts
4. Pay retirement contributions, sales tax, loans, union dues
5. Reconcile donation amounts and prepare financial reports with Development
6. Roll forward restricted fund balances
7. Prepare the following reports for review by the Executive Director and Finance Committee:
  - a. YTD Profit & Loss vs. budget with explanations for larger variances
  - b. YTD Profit & Loss vs. prior year with explanations for larger variances

- c. Balance Sheet comparative with prior year
- d. Cash Flow Projection

Quarterly

- 1. Prepare financial reports for review by the Board of Directors
- 2. Attend Finance Committee meetings as needed

Fiscal year-end (May 31)

- 1. Reconcile all balance sheet accounts
- 2. Gather or prepare all information requested by external auditors
- 3. In collaboration with other staff, prepare budget for upcoming fiscal year
- 4. Record all audit adjustments and reconcile accounting records to final audit report
- 5. Provide response to each audit finding and recommendation
- 6. Prepare information for auditing firm needed for the annual Form 990
- 7. Provide information for 5500

Calendar year (December 31)

- 1. Prepare 1099 forms
- 2. Review W-2s for accuracy
- 3. Renew employee payroll options/benefits
- 4. Send required Dept. of Labor communications, provide Discrimination testing information

As needed:

- 1. On-boarding new employees
  - a. Enrolling in health insurance and retirement plans
- 2. Communicating leave balances and basic HR information with employees
- 3. Other duties as mutually agreed.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Note that the VSO offices, located on Church Street in downtown Burlington, are only accessible via stairs; the offices are, unfortunately, not wheelchair accessible.