



Position: Finance & Administration Director

Organization: Enriching Lives through Music (ELM)

Enriching Lives through Music (ELM) provides immersive music education and resources that inspire and empower children to pursue their dreams. Founded in 2014, it serves more than 150 youth ages 8-18, primarily in the Canal neighborhood of San Rafael.

In addition to music, ELM provides academic support and commits to our students' families and community. ELM is a growing organization with a current budget of more than \$1.5 million and five-year plan that includes a capital campaign and growth to a \$2.5 million budget and 250 students.

Learn more at www.elmprogram.org.

Position Summary:

ELM seeks a dynamic Finance & Administration Director to join our Leadership Team. The Finance & Administration Director will be responsible for the organization's overall financial management and administration and will hold primary responsibility for financial planning and reporting, human resources, information technology, and facilities management.

The Finance & Administration Director will provide the Board of Directors (Board) and Leadership Team (including Executive Director and Development Director) with the necessary information and analysis required to ensure the financial integrity and operational effectiveness of the organization. The ideal candidate for this position is an energetic leader with strong analytical skills and the ability to work collaboratively, set and fulfill strategic goals, and support ELM's long-term vision while managing day-to-day priorities.

RESPONSIBILITIES

Financial Management (70%)

Responsible for overseeing accounting, budgeting, and financial reporting. Specific duties include:

- Prepare and manage annual budgets and forecasts that accurately represent ELM's organizational activities and financial goals
- Produce accurate quarterly financial statements and other reports as needed for the Executive Director and Board to track ELM's financial health
- Oversee implementation of the Investment Policy in conjunction with the Finance Committee
- Develop and support financial projections, pledge tracking, and other needs relating to a capital campaign
- Participate in strategic planning with the Leadership Team and Board and identify opportunities to improve administrative, financial, and other systems

- Maintain internal controls and practices to safeguard assets and mitigate risks and ensure compliance with generally accepted accounting principles
- Oversee the reconciliation of bank, credit card, investment, and other accounts
- Oversee the accounts payable and pledges receivable functions
- Oversee payroll processing and compliance with payroll regulations
- Manage annual audits (as required), filing of tax returns (prepared by an outside vendor), and other compliance requirements
- With the Development Director, oversee grant management to ensure that accurate financial reports are prepared in accordance with grant requirements and budgets and other financial documentation are produced for grant proposals

Administration (30%)

Responsible for overseeing human resources (HR), information technology (IT), and facilities management. Specific duties include:

- Oversee HR systems and related vendors, handle employee and contractor relations, ensure compliance with regulations, assess staffing needs, onboard employees and contractors, and develop compensation and benefit plans
- Manage information technology (IT) operations and outside vendors, ensuring efficient and effective technical support for the organization
- Oversee facilities including grounds, buildings, and equipment to ensure a safe and functional work environment
- Manage insurance coverage and work with appropriate brokers regarding changes to ensure competitive pricing
- Manage and enhance operational practices, including an operations manual and emergency management plan

THE IDEAL CANDIDATE

Our ideal candidate will have the following characteristics and skills:

Characteristics

- Have a passion for ELM's mission
- Be able to work effectively with a wide variety of stakeholders
- Be an enthusiastic learner with a can-do attitude
- Be committed to diversity, equity and inclusion
- Lead and manage with intention and a growth mindset

Skills

- Strong working knowledge of financial and operational management, including generally accepted accounting principles, financial forecasting, budgeting, staff planning, and relevant laws and regulations
- Excellent oral, written, and interpersonal skills
- Enthusiasm for working collaboratively in staff teams and skills to inspire and direct other staff
- Ability to manage multiple tasks and priorities to conclusion at an appropriate work pace
- Ability to maintain a high degree of confidentiality and professionalism and manage challenging personnel situations effectively
- Advanced proficiency in QuickBooks Online and Google Workspace

- Able to manage complex financial systems and processes

Education/Experience:

- Bachelor's degree in accounting or related finance discipline
- Minimum of three years of relevant experience in financial management, preferably with a nonprofit
- Previous bookkeeping experience, preferably with QuickBooks Desktop or QuickBooks Online

Reporting Relationships

This position is full time with a flexible, hybrid schedule. The Finance & Administration Director reports to the Executive Director and serves on the Leadership Team.

The Finance & Administration Director supervises a bookkeeper and office manager.

Compensation and Benefits

The salary for this position is \$90,000 to \$110,000, depending on experience. ELM offers a competitive benefits package which includes healthcare expense reimbursement, commuter reimbursement, paid time off, professional development, and the option to enroll in a retirement savings program.

Application Process

If interested, please submit a resume of no more than two pages as well as a cover letter to careers@elmprogram.org. Please no phone calls or walk-ins.

ELM is committed to employment policies and procedures ensuring all qualified persons are accorded the equal opportunity for employment, promotion, and training.