

Reno Philharmonic Association

Finance Assistant

About the Reno Philharmonic:

Founded in 1969, the Reno Philharmonic debuted its first public performance on August 3rd at the Pioneer Center for the Performing Arts. The Reno Phil has grown to become Northern Nevada's largest performing arts organization, showcasing the talents of 60 to 95 professional musicians at each orchestra concert. Laura Jackson, Conductor and Music Director, is in her 16th season leading the orchestra, which, along with the Reno Phil's youth orchestras and ensembles, presents around 60 concerts annually to over 40,000 people. Committed to serving the community, the Reno Phil strives to reach under resourced populations, including those living at or below the poverty line, people with disabilities, and BIPOC (Black, Indigenous, and People of Color) communities. To further strengthen and enrich the region, the Reno Phil collaborates with other arts and community groups. Each season we regularly partner with nearly 20 local organizations to bring engaging programs and cultural experiences to the community, including A.V.A. Ballet Theatre, City of Reno, Greater Nevada Field, Lake Tahoe Shakespeare Festival, the University of Nevada, Reno, and Washoe County School District.

Position Summary:

Reporting to the Director of Finance, the Finance Assistant will assist in overseeing the day-to-day financial activities of the Reno Philharmonic Association (RPA).

Responsibilities:

- **Financial Management and Reporting:**
 - Assist in developing and managing the annual operating budget.
 - Prepare accurate and timely monthly operating financials to present to the RPA board of directors.
 - Maintain the monthly analysis of the Reno Philharmonic Endowment Trust (RPET).
 - Assist with the annual audit process, working closely with the Director of Finance.
 - Provide the Director of Finance the necessary reports out of Patron Manager needed for audited financials.

- **Financial Planning Analysis and Forecasting:**

- Assist in preparing necessary reports needed by department heads to maintain a finance understanding of the organization.
- **Collaboration and Communication with RPA Staff:**
 - Serve as a secondary point of contact for financial matters with staff, board members, donors, and external stakeholders.
 - Work closely with the Development team to ensure accurate tracking and reporting of contributed revenues.
 - Collaborate with other departments to ensure alignment of financial practices with organizational goals.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field required.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication, interpersonal, and presentation skills.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Passion for non-profits, the arts and a commitment to the mission of the Reno Philharmonic.
- Role requires regular, daily physical attendance at the Reno Philharmonic Office

Hours: Part Time, Exempt