



"Music deepens the sensitivity, understanding and intelligence of our students while opening their eyes to the world." - Federico Cortese, Music Director

Part-Time Finance & Administration Manager

ABOUT BYSO

Since its founding in 1958, the Boston Youth Symphony Orchestras (BYSO) has reached thousands of students across New England through a legacy of high-quality training, the brilliance of classical music, and the gift of human connection.

The mission of BYSO is to encourage musical excellence in a professional and supportive environment by providing the highest quality orchestra training and performance opportunities to qualified musicians, grades K-12, and making its programs accessible to underserved communities through financial assistance and outreach.

BYSO is one of the most prestigious, comprehensive, and remarkable youth orchestras in the nation. BYSO recently opened the doors to its iconic BYSO Youth Center for Music, which is giving young musicians from every corner of Boston and beyond unconditional opportunities to be immersed in music training and performance at the highest level. To learn more about BYSO please click [here](#).

THE OPPORTUNITY

To support its efforts, BYSO is seeking an experienced and thorough Part-Time Finance & Administration Manager. The Finance and Administration Manager will be a member of an administrative team of 19, and support our fiscal management efforts, inclusive of student accounts management, accounting, and human resources administration. BYSO expanded into a new building in early 2024, and this role will support the organization's growing financial operations as we expand from a \$3.7 million budget to a \$5 million budget in a three year span. The Finance & Administration Manager will report to the Director of Finance.

RESPONSIBILITIES

Finance & Accounting Support:

- Oversee accounts payable; maintain accurate records in AP platform, enter invoice coding, obtain necessary approvals, maintain vendor files and resolve issues as needed
- Perform all activities related to accounts receivable including invoicing, deposits, collections and revenue recognition for student accounts, development grants and pledges, ticketing and merchandise sales
- Support all aspects of the monthly close, including reconciling accounts and maintaining accounting schedules, to enable the timely and accurate reporting of financial information to internal and external stakeholders
- Work with Director of Finance and outside accounting firm to support the annual audit
- Maintain confidentiality of all financial data

Human Resources Support:

- Prepare and process payroll; obtain payroll updates and approvals from departments, enter data into payroll platform, ensure accuracy and correct issues as needed; track vacation, sick and leave time; prepare year-end 1099, W-2, and 1042 reports
- Oversee employee onboarding, maintain employee records, and administer benefits, as needed
- Ensure compliance with labor laws and internal policies

Student Accounts Management:

- Serve as primary contact for families in matters pertaining to tuition, online account support, payment plans, and financial aid
- Develop and implement billing procedures for families and ensure timely invoicing and payment collection
- Maintain accurate and complete student records; liaise with operations team to ensure student database reflects program enrollment and participation

In all aspects of the role, foster positive working relationships with colleagues and outside partners including artistic staff, vendors, parents, banking institutions and auditors.

Other duties and responsibilities, as assigned.

QUALIFICATIONS

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- Bachelor's degree, with focus in finance or accounting preferred
- Proficiency in Quickbooks and Microsoft Excel
- 2-3 years relevant experience with accounts payable, accounts receivable, payroll, and accounting
- Strong interpersonal skills and eagerness to engage with a wide array of BYSO stakeholders, including families, faculty and staff, and vendors
- Ability to prioritize and meet deadlines
- Careful attention to detail

LOCATION, COMPENSATION & BENEFITS

This is a part-time, nonexempt hybrid position with an expectation of 25 hours per week and not to exceed 32 hours per week. The base pay for this role will be \$27/hour. The role will be based out of the Boston Youth Symphony Orchestras' headquarters on the Boston University campus in Boston, MA. The expectation is that the Finance & Administration Manager will work three days per week and be in the office two days per week. Expected start date is early 2025.

TO APPLY

The BYSO is a positive, dynamic and inclusive environment for both our student population and our staff. Knowing its importance to the success of our work, BYSO is committed to diversity and inclusion, and we aspire to build a diverse staff team and community. We strongly encourage people of all backgrounds to apply.

Interested candidates should submit a resume and a cover letter describing their specific interest in BYSO and qualifications for the position to Leigh Carey, Director of Finance, at lcarey2@bu.edu. No phone calls please. Please include "Finance and Administration Manager Application" in the subject line. We will begin to review applications on November 25, 2024.

EQUAL OPPORTUNITY EMPLOYER

Boston Youth Symphony Orchestras is a registered 501(c)3 organization and is committed to equity, diversity, and inclusion in all facets of the organization. BYSO welcomes applications from all qualified candidates regardless of age, race, gender, sexual orientation, disability, religion, or national origin.