

PHILADELPHIA CHAMBER MUSIC SOCIETY

a life more beautiful

Controller

Pay Type: Salary

Job Status: 20 hours/week

Minimum Salary: \$50,000

Maximum Salary: \$50,000

Philadelphia Chamber Music Society (PCMS)

PCMS presents an annual season of 100+ concerts and outreach events and has an annual operating budget of \$2.2M. It shares its center city offices and some staff with Marlboro Music (a separate organization). The Controller reports to the Executive and Artistic Directors; works with other staff; and assists the treasurer, finance committee, and auditors. The Controller handles day-to-day, monthly, quarterly, and yearly financial transactions including processing, accounting, reconciliations, and reporting; maintaining supporting documentation; and ensuring that financial activity and reports are timely, accurate, and compliant.

Core Responsibilities:

Financial Operations. Record and reconcile cash, banking, and credit card activity. Enter deposits, donations, ACH payments, fees and other expenses, and journal entries in QuickBooks online; retain supporting documentation; and manage cash flow needs.

Accounts Payable & Credit Cards. Handle vendor invoices through Bill.com in accordance with organizational approval procedures and workflows. Request authorizations; support credit card reconciliations; and maintain records of invoices, statements, and approvals.

Documentation & Compliance. Maintain documentation that supports accounting activity. Assist external auditors in the preparation of audits and 990s. Oversee compliance tasks including proper allocation of grants and contributions, annual tax filings and registrations, and insurance coverage.

Collaboration & Reporting. Prepare financial reports as requested, work collaboratively with the staff, and manage financial relationships with partnering organizations and vendors. Assist advancement director with budgets, reports, and contribution processing. Assist Marlboro Business Manager with reimbursements, payroll and tax returns as needed.

Requirements:

- Bachelor's Degree in accounting or finance, or equivalent work experience.
- Minimum of 3-5 years accounting experience, preferably with a nonprofit organization.
- Proficiency with Excel, QuickBooks, Microsoft Office, Bill.com, and other accounting software.
- Excellent organizational and communication skills, and attention to detail.

Send cover letter and resume to pmanley@pcmsconcerts.org (Subject Line): Controller Position