

# OREGON SYMPHONY

## JOB DESCRIPTION

### Director of Financial Operations

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	CFO
DIRECT REPORTS:	1+
MARKET GRADE:	20
EFFECTIVE/LAST UPDATED:	MARCH 18, 2026

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#### POSITION SUMMARY:

The Director of Financial Operations ensures the organization's financial operations are accurate, compliant, and effectively support day-to-day decision-making. As the senior operational leader within the finance function, this role provides the structure, oversight, and financial insight needed to translate data into clear, actionable guidance, enabling leaders across the organization to make informed decisions and sustain the Symphony's mission over time.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

##### Financial Operations & Reporting

- Oversee day-to-day financial operations, including accounting, cash flow monitoring, and financial reporting.
- Lead monthly close processes, including reconciliations and review of financial results.
- Ensure strong internal controls and compliance with GAAP and nonprofit accounting standards.
- Maintain the accuracy, integrity, and timeliness of financial records and reporting.
- Prepare monthly financial statements, management reports, and variance analyses for internal stakeholders.
- Manage banking relationships and support treasury functions, including liquidity planning.

##### Budgeting, Forecasting, & Financial Planning

- Lead the annual budgeting process, coordinating inputs across departments and ensuring alignment with organizational priorities.
- Develop and maintain rolling forecasts and scenario analyses.
- Create and manage financial dashboards and reporting tools to support ongoing planning.
- Contribute to long-range financial planning in partnership with the CFO.

##### Financial Analysis & Business Partnership

- Provide financial analysis, program costing, and modeling to support organizational initiatives.
- Translate financial data into clear, actionable insights for non-financial leaders.
- Serve as the primary finance partner to department leaders (Artistic, Development, Operations, Marketing, Education, etc.).
- Build collaborative relationships to ensure finance is a responsive, solutions-oriented resource.
- Support contract review and operational decision-making with financial perspective.
- Identify trends, risks, and opportunities to support proactive decision-making.

### **Compliance, Audit, & Financial Infrastructure**

- Ensure compliance with all applicable financial regulations and nonprofit reporting requirements.
- Lead the annual audit process and coordinate preparation of the Form 990 in partnership with external auditors and the CFO.
- Maintain and continuously improve financial policies, procedures, and systems.
- Strengthen internal controls and operational efficiency.
- Lead or support initiatives to modernize financial processes, tools, and reporting capabilities.

### **Leadership & Strategic Support**

- Serve as the senior operational leader for finance, ensuring effective execution of day-to-day finance functions.
- Partner closely with the CFO to execute financial strategy and operational priorities.
- Prepare financial materials, analysis, and reporting for Finance Committee and Board presentations.
- Serve as the internal point of contact for finance operations, elevating strategic or complex issues as appropriate.
- Partner with HR, IT, and Facilities on financial aspects of operations to ensure alignment across systems and processes.

### **QUALIFICATIONS**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; CPA or MBA preferred.
- 5–7 years of progressive experience in accounting, FP&A, or nonprofit finance, including managing financial operations in a complex, multi-revenue-stream environment.
- Strong knowledge of GAAP and nonprofit accounting standards, with experience overseeing audits, budgeting, and forecasting processes.
- Demonstrated analytical, communication, and business partnering skills, including the ability to translate financial concepts for non-financial stakeholders.
- Proficiency in financial and business systems, including accounting software, databases (e.g., Tessitura), payroll systems, and Microsoft Office (Excel, Word, Outlook).

### **OREGON SYMPHONY CORE COMPETENCIES:**

These values reflect how we expect all employees to show up in their work, collaborate with others, and contribute to the Oregon Symphony's mission and culture.

**Uncommonly Collaborative** - Demonstrates openness, respect, and accountability in working with others. Seeks input, communicates clearly, brings the right people into conversations, and contributes to solutions that support collective success.

**Universally Welcoming** - Engages with curiosity and empathy, values diverse perspectives, adapts communication and approach as needed, and contributes to a workplace and audience experience that is accessible, inclusive, and welcoming.

**Uncompromising Quality** - Takes pride in craftsmanship, prepares thoroughly, follows through on commitments, and maintains high standards while exercising sound judgment and learning from feedback.

**Courageously Innovative** - Challenges the status quo constructively, experiments thoughtfully, learns from experience, and seeks better ways to serve the organization, its artists, and its audiences.

**Cultural Accountability** - Models the symphony's values through daily actions, treats others with professionalism and kindness, communicates thoughtfully, and takes ownership for personal impact on the organization and its culture.

**WORK ENVIRONMENT**

This position is currently following a hybrid work model with 2-3 days per week in the office.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.