



Job Description – Financial Manager

Date posted: February 10, 2025

Location: Fort Wayne, IN

Web page: fwcchoir.org

The Fort Wayne Children's Choir (FWCC) seeks a Financial Manager to contribute to the mission of the organization.

The Fort Wayne Children's Choir has been a vibrant part of the Northeast Indiana community for over 50 years and teaches music literacy to children from diverse backgrounds through song and performance. We do this through several programs which serve children 0-18.

Position profile:

The successful candidate will be a strong steward of resources, with exceptional organizational skills, and exhibit an eye for detail. They will be a highly organized individual committed to supporting the work of the organization with a familiarity in the arts. The successful candidate will demonstrate integrity and accountability, possess strong communication skills, and manage their time with a variety of projects. The successful candidate will have the ability to work independently and in a team setting. All employees of the FWCC exemplify our core values of joy, community, integrity, and stewardship.

Job Summary:

The Financial Manager will focus on financial stewardship of the organization's assets. The Financial Manager will communicate with FWCC families to help them meet their financial obligations while ensuring organizational success. This position requires a strong commitment to the FWCC's mission and programs

Responsibilities & Duties:

- Reports to the Executive Artistic Director
- Process tuition payments on a bi-monthly basis for participants
- Create and distribute monthly invoices for participant accounts
- Deposit and record all income (tuition, concert revenue, donations, special events, etc.) made to the organization in QuickBooks Online
- Pay and record all expenses (payroll, insurance, credit card, etc.) made by the organization in QuickBooks Online
- Record all scholarship and financial assistance awards
- Prepare and record all documentation necessary for payroll completion
- Pay all bills in a timely manner
- Record Raise Right rebates
- Maintain banking and investment accounts

- Work with the Executive Artistic Director to reconcile accounts receivable and payable and prepare financial reports for the Board of Directors
- Work with the Director of Development to maintain donor data
- Work with the Operations Manager to effectively communicate with all member families
- Provide any necessary financial documentation to the Executive Artistic Director, Board Treasurer, and Auditor
- Attend Staff meetings on a monthly basis
- Other duties as assigned

Compensation and Benefits:

This is a part-time, hybrid, hourly position. Compensation is \$25/per hour and 5-10 hours per week are expected. The position offers potential for future growth based on performance and future needs of the organization. Funds for professional development are available, and dependent children may enroll in FWCC tuition-free.

Qualifications:

- Experience and proficiency with QuickBooks Online
- Familiarity with multiple software platforms including Word, Excel, Google Suite, etc.
- Must have the confidence and technical acuity to learn other payment platforms such as GiveSmart, Stripe, and/or Donor Wrangler
- Willingness to work as a member of a team
- Excellent communication, interpersonal, administrative, and collaboration skills
- Ability to prioritize tasks with competing needs
- Dedication to the FWCC's priorities through developing working relationships with artistic and administrative staff
- Experience in the non-profit sector (preferred)

Content of Confidential Information

The Financial Manager will have access to sensitive and confidential information relating to their colleagues, choir families, as well as donor information. The employee will be charged with using sensitive information responsibly.

Application procedure:

The position will remain open until filled. Review of materials will begin March 3, 2025.

Candidates must submit the following materials electronically in PDF format:

1. Cover letter
2. Resume
3. Three references

Email to: Jonathan Busarow, Executive Artistic Director, jbusarow@fwcchoir.org

Please state Financial Manger Search in subject line of the email.

Questions may be directed to Jonathan Busarow, Executive Artistic Director, at (260) 481-0481 or via email at jbusarow@fwcchoir.org.