



Finance Coordinator

In its 54th season, the Reno Phil is deeply committed to uniting its community through performance, education, and engagement programs, reaching an audience of more than 50,000 annually. Since its beginnings in 1969, the Reno Phil has been an essential thread in the city's cultural fabric and the very foundation of Reno's performing arts. As a resident company of the Pioneer Center for the Performing Arts, the orchestra, led by Music Director Laura Jackson, performs a full season of concerts featuring internationally acclaimed guest artists and works by legendary and living composers. The Reno Phil keeps exceptional musical experiences at the heart of its community. To learn more about the Reno Phil and its events, and to discover all that the Reno Phil offers, visit renophil.com.

Job Summary:

The Finance Coordinator is responsible for coordination of financial administration, office activities and operations while providing clerical and administrative support to management.

Duties/Responsibilities:

- Supports management with administration of financial policies and procedures, and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll and administrative services functions
- Implements and monitors policies, procedures and internal controls to ensure accuracy and efficiency
- Prepares daily batches from ticketing systems; creates and makes bank deposits; monitors accounts receivable
- Process accounts payable invoices; monitors expense control initiatives
- Works closely with the President/CEO and accountant in monitoring of financial objectives
- Leads office administration; works closely with all team managers regarding financial administration
- Maintains accurate office files and records
- Serves as liaison for vendors including office supplies and software
- Processes and monitors employees' timesheets – both administrative and professional musicians
- Processes and monitors Independent Contractors time sheets
- Prepares reports and statements as requested by management
- Assists with ticket sales in office and at venues

Required Skills/Abilities:

- CRM Experience preferred (PatronManager)
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent interpersonal and customer service skills
- Excellent time management skills with an ability to meet deadlines
- Ability to prioritize tasks and delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Understanding of how to operate standard business equipment
- Proficient with Microsoft Office Suite or related software

Education and Experience:

- High school diploma required; Associate's degree with accounting coursework preferred
- At least three years of administrative and clerical experience required

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be willing and able to travel to events in Reno area