



## CALIFORNIA YOUTH SYMPHONY

### **INTERIM OFFICE MANAGER OPPORTUNITY**

The California Youth Symphony (CYS) is seeking an Interim Office/Bookkeeping Manager for the 4-6 months to help transition, update, and support our office administration and bookkeeping/accounting systems while we evaluate our administration needs given the retirement of both our Executive Director and Office Manager.

CYS is known for providing the finest musical training to the Bay Area's top young musicians. Over the years we have grown from a single orchestra to include an associate orchestra, as well as two string ensembles and three wind ensembles. We now have over 400 young musicians, representing nearly 100 Bay Area schools participating in our program each year. Our international tours for young people have earned rave reviews from critics and audiences alike. In addition to providing an invaluable musical and educational experience for these students, we offer first-rate concerts for the community at little or no cost.

The Interim Office/Bookkeeping Manager works with an administrative team of 4 staff members, supports an artistic staff of 5, as well as a variety of parent volunteers.

#### **Overview**

- It is anticipated that this will be a 4–6-month position beginning in August overlapping with the retiring Office Manager for 4-6 weeks. This is a temporary, part-time, hourly position
- Flexible 3-4 days a week for 15-25 hours both remotely and in the CYS office.

#### **Office Administration and Bookkeeping**

- Manage the financial resources of the organization including accounting, budgets, financial reporting, online payroll, bank reconciliation, payables, receivables, maintaining financial records, and related duties
- Supports a process to review and update HR, fiscal, and administrative policies, and procedures
- Helps to evaluate the administrative systems and implement cost-effective technology upgrades
- Help transition institutional information to a secured shared network
- Coordinates with the Executive Director, retiring Office Manager, and outside CPA to ensure the monthly reports are accurate and reflect the financial condition of the organization
- Supports a process to review and update HR, fiscal, and administrative policies, and procedures
- Support the audit review
- Administer all organization and employee insurance policies and payments
- Monitor supplies and inventory

- Support membership and tour registration and billing
- Supports the coordination of office volunteers
- Documents current processes and practices and supports the transition to a permanent Office Manager

### **Donor and Membership Management**

- Acknowledge donor contributions in a timely manner
- Maintain family/membership and donor databases and mailing lists

### **Strong candidate will possess many of the following skills and experience**

- Providing administrative support, specifically with accounting, financial operations, record keeping, and human resources. Knowledge of generally accepted nonprofit accounting standards preferred
- Introducing technology to enhance effectiveness and efficiency of administrative systems
- Fully automating accounting and database systems. QuickBooks online experience preferred
- Effective interpersonal, written communication, and listening skills
- Experience working with families, staff, and volunteers from diverse backgrounds
- Ability to work independently as well as part of a team
- Passion for music and performance helpful

**Compensation:** CYS is prepared to offer \$35-\$45 an hour depending on qualifications and experience. This is a temporary, part-time position based in Palo Alto and currently allows for some remote work and flexible scheduling, with the potential of becoming a permanent position.

**Application Process:** Email your current resume and cover letter (Word or PDF document) summarizing your interest, experience, fit with the desired qualifications, and compensation requirements to: [Joinourteam@CYS.org](mailto:Joinourteam@CYS.org) with “Interim Office/Accounting Manager” in the subject field. Resumes must have a cover letter to be considered. Inquiries from candidates are welcomed and should be directed to [Joinourteam@cys.org](mailto:Joinourteam@cys.org). Please allow 48 hours for a response.

***Start Date: Late August 2021***