



Chief Financial Officer (CFO)

Who We Are: Since 1956, the Milwaukee Youth Symphony Orchestra (MYSO) has been nurturing, challenging, and inspiring young minds through music, profoundly changing lives and our community for the better. Youth development at MYSO establishes social, emotional, and cognitive 21st century essential skills including teamwork, leadership, discipline, focus, and more. MYSO is the largest and one of the most successful and respected after school youth orchestra programs in the nation. We serve more than 6,000 youth ages 8-18, and MYSO is regularly recognized for its artistic excellence.

About the Role: We are looking for a Chief Financial Officer (CFO) to join our ensemble. Under the strategic direction of the Executive Director, this role will have direct responsible for managing all elements of finance and accounting including financial reporting, compliance, monitoring of net assets positions, strategic financial planning and vision, promotion of process improvement, budget development, payroll, and insurance. The CFO will operate in accordance with industry standards, approved policies, and MYSO's mission to ensure the fiscal integrity of our financial position.

Key Responsibilities:

Strategic Planning and Vision

- Provide strategic vision, planning and oversight of MYSO's financial outlook. Participate in the development of plans and programs and serve as a strategic partner in evaluating and advising on the impact of long-range planning.
- Develop and present financial content and reports to MYSO Leadership Team and Board of Directors.
- Provide support and guidance to MYSO's Board of Directors and serve as staff liaison on relevant committees.
- Attend meetings of MYSO's Board of Directors and its relevant committees, including the Executive Committee and Finance and Investment Committee.
- Work closely with MYSO Treasurer to coordinate Finance and Investment Committee meetings; prioritizing topics and issues to leverage the committee efficiently and effectively.

Financial Operations

- Lead, plan, develop, organize, implement, and evaluate fiscal and administrative functions and performance, ensuring MYSO's long-term financial stability.
- Establish and maintain accounting policies and procedures that govern all aspects of our financial operations.
- Oversee all accounting, fiscal compliance, and treasury management functions, including payroll and oversight of our 403(b) program.
- Enhance, develop, implement, and enforce policies and procedures through systems and controls to improve the overall operation and effectiveness.
- Monitor and manage the adequacy of MYSO's operating insurance coverage. Oversee operating insurance program (property, liability, workers' compensation, and umbrella) and manage positive relationships with insurance providers.
- Partner with Human Resources to evaluate, negotiate, and secure tailored employment benefit programs/offerings.
- Serve as primary contact for all aspects of MYSO's banking relationships, including investment advisors.
- Seek continuous improvement to the budgeting process through education of the Leadership Team on financial issues impacting their budgets and oversee ongoing departmental budgetary performance.
- Attend industry and professional conferences on behalf of MYSO.

Financial Planning and Reporting

- Provide timely and accurate analysis of budgets, financial reports, financial trends and project proposals to assist the Executive Director, Treasurer, Board, and the Leadership Team in performing their responsibilities. Prepare monthly financial reports and identify potential risks.
- Coordinate the collection of data and work with the Executive Director to prepare the annual financial forecast/budget.
- Build and maintain effective relationships with MYSO leaders, Board of Directors, and external partners to maintain strong financial operations and help create the financial plan to support our future vision.
- Ensure the maintenance of financial records and recordkeeping systems to ensure compliance with all financial regulations, statutory laws, generally accepted accounting practices, and contractual requirements.

- Work with external auditors to prepare and review annual audit schedules, annual report of audit findings and 990 reporting.
- Provide technical/professional advice and knowledge on all financial matters, as requested.

Philanthropy and Fund Raising

- Work collaboratively with the Development Team, overseeing all grant and fund raising accounting.
- Provide financial reporting and budget analysis for all grant proposals.
- Ensure grant and fund raising accounting and reconciliation complies with all financial regulations, statutory laws, generally accepted accounting practices and contractual requirements.

What it takes to be our Chief Financial Officer:

- Bachelor's degree in accounting, finance, or related field
- 10+ years of accounting and financial analysis experience, with at least 5 years of experience with a not-for-profit organization preferred.
- Possession of a current Certified Public Accountant (CPA) license
- Proven leadership abilities as a forward-thinking financial executive and visionary
- Experience working with all levels of an organization (front-line staff to Board of Directors)
- Working knowledge of generally accepted accounting principles and financial reporting
- Commitment to delivering high quality work
- Strong contract negotiation and decision-making skills
- Excellent verbal and written communication skills, with the ability to effectively present information to a group and one-on-one. Ability to know the financial details yet elevate the conversation to the challenges/opportunities that need to be highlighted for management and the board.
- Strong commitment to high ethical standards and professionalism, including the maintaining and protecting the confidentiality of business information, management information and employee information.
- Excellent technical and analytical skills
- Strong organizational skills and the ability to prioritize to meet deadlines
- Ability to work independently in a team environment, serving as a mentor and educator to others.

- Experience with ERP systems, QuickBooks preferred. Proficient computer skills (Microsoft Suite). Proficiency in Microsoft Excel is required.
- Ability to work flexible hours and over 40 hours/week, including occasional evenings and weekends.
- Ability to occasionally travel out-of-town and overnight.
- Commitment to supporting MYSO's missions and goals.

Salary will be commensurate with experience and skills.

What We Offer:

- Health insurance
- Life insurance
- Short-term disability insurance
- Long-term disability insurance
- Savings retirement plan

Interested in joining our Ensemble?

To apply for the Chief Financial Officer position, please send letter of interest and resume to Connie Kling, Human Resources Director at conniekling@myso.org. No telephone calls or walk-ins, please.

Final candidates must pass MYSO's post-offer, pre-employment testing, including a criminal background check.

The Milwaukee Youth Symphony Orchestra is an Equal Opportunity Employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.