

Chattanooga Symphony & Opera

Executive & Finance Administrator

Position Description: The Executive & Finance Administrator provides financial and administrative support to enable the Executive Director to advance organizational initiatives and focus on higher-level leadership activities. Essential responsibilities include executive office management, financial administration, and bookkeeping.

Summary

Title:	Executive & Finance Administrator
Reports To:	Executive Director
Salary:	\$28/hourly
Hours:	Approximately 20 hours per week, in-office
Status:	Part-time hourly, non-exempt position

Position Summary

The Executive & Finance Administrator serves as a key partner to the Executive Director, managing the day-to-day financial and administrative functions that keep the Chattanooga Symphony & Opera operating efficiently and accurately.

This is a hands-on position for someone who can work independently, take ownership of recurring responsibilities, identify what needs to be done, and build and maintain effective systems and processes. The role includes accounting, payroll, office administration, executive support, and Board/Finance Committee support.

Primary Duties & Responsibilities

Financial Administration & Payroll

- Maintain accurate and timely financial records in QuickBooks Online using accrual accounting principles.
- Process invoices, deposits, credit card activity, ticket settlements, gifts, payments, and other routine financial transactions.
- Reconcile bank and credit card accounts and prepare journal entries and supporting documentation.
- Track budget-to-actual activity, administrative expenses, cash flow, and upcoming obligations; provide timely information to the Executive Director.
- Prepare routine financial reports and information for the Executive Director, Finance Chair, and Board.
- Administer Paycor, including employee onboarding, personnel updates, timesheets, and bi-weekly payroll with the assistance of the Executive Director and Director of Operations & Personnel.
- Assist with annual audit preparation and required state and financial reporting.
- Coordinate with accountants, auditors, and other financial professionals as needed.
- Serve as the primary administrator for QuickBooks Online.

Executive & Office Administration

- Provide administrative support to the Executive Director, including scheduling, correspondence, meeting preparation, deadlines, reports, and follow-up.
- Support Board of Directors and Finance Committee meetings, communications, and materials.
- Maintain organized physical and digital files and efficient office systems.
- Manage routine office needs, including supplies, mail, equipment, landlord communication, and vendors.
- Track the administrative/office budget and related expenses.

Chattanooga Symphony & Opera
Executive & Finance Administrator

- Serve as a point of coordination between the Executive Director, staff, Board members, and other constituents as appropriate.

Systems & Organizational Support

- Take ownership of recurring financial and administrative responsibilities and ensure they are completed accurately and on time.
- Identify inefficiencies or gaps and proactively develop, document, and implement practical processes and procedures.
- Communicate clearly with the Executive Director regarding deadlines, outstanding items, financial concerns, and organizational needs.
- Provide administrative support for special projects, meetings, events, and other organizational needs as assigned.

Qualifications & Skills

- Experience in bookkeeping, accounting administration, and finance.
- Experience in office administration, executive support, or nonprofit operations.
- Working knowledge of accrual accounting, reconciliations, journal entries, payroll, and financial reporting.
- Strong working knowledge of QuickBooks Online required.
- Proficiency with Paycor or similar payroll experience preferred.
- Highly organized, detail-oriented, dependable, and able to work independently.
- Strong problem-solving and communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to handle confidential financial and personnel information with discretion.
- Proficiency with Microsoft Office and Google Workspace.
- Nonprofit experience preferred.

Work Expectations

This is an in-office position requiring consistent attendance, initiative, organization, and follow-through. The successful candidate will take ownership of their responsibilities, anticipate needs, solve problems, and will assist in the development and documentation of processes that improve the accuracy and efficiency of the organization's financial and administrative operations.

This position is expected to work independently while keeping the Executive Director informed and knowing when questions, concerns, or decisions need to be elevated.

The duties listed above are not all-inclusive. The person in this position is expected to perform other work-related duties as assigned, including duties that may not be considered primary responsibilities.

How to Apply:

Submit a cover letter and resume to hiring@chattanoogasympphony.org with Executive & Financial Administrator in the subject line. No phone calls or direct emails, please. Initial interviews will be held in-person or remotely.

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About the CSO

The CSO delivers transformational orchestral experiences that engage, inspire, and connect our community.

We foster a lifelong appreciation for music through dynamic performances, innovative programming, and a commitment to educational endeavors, ensuring orchestral music remains a vital and accessible part of our community.

The Chattanooga Symphony & Opera is an equal opportunity employer. We consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable federal, state, or local law.