

**THE CHICAGO SYMPHONY ORCHESTRA**  
**JOB DESCRIPTION**

**TITLE:** Controller  
**FLSA STATUS:** Exempt  
**DEPARTMENT:** Finance

Revised: 02/2022

**GENERAL SUMMARY**

Reporting to the chief financial officer (CFO), the Controller is a mission critical role in a complex organization with many programs. This leader will be responsible for strategic oversight of all accounting and reporting activities. The Controller will be actively involved in working across administrative departments and with various committees of the Board of Trustees. The Controller is a key staff liaison with the Audit Committee of the Board.

The Controller leads a team of 8 staff members (including 2 Assistant Controller direct reports), with functional responsibility over accounting, financial reporting, accounts payable, accounts receivable and payroll. The Controller is responsible for maintaining sound financial policies and financial controls, identifying financial process improvements and efficiencies, managing internal and external audit processes and overseeing all compliance, financial reporting and tax reporting activities. The Controller works closely with the CFO on financial strategy, and with other departments within the organization to ensure appropriate finance and accounting procedures are followed in support of CSO's program services. Additionally, the Controller is responsible for compliance with banking, bond and insurance agreements of the Association.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Maintain and update effective accounting standards, policies, systems and internal controls that ensure the integrity of the financial statements, compliance with GAAP and other regulatory requirements and safeguard the assets of the CSO.
2. Establish policies, procedures and direction for continuous improvement of financial operations, including increased use of technology.
3. Oversee accounting operations: treasury, cash receipts and disbursements and cash forecasting, fixed assets and depreciation, investments, payroll and general ledger maintenance. Review and approve entries prepared by direct reports. Direct all short-term treasury functions, including all wire/ach/check disbursements, receivables and investment of excess operating cash.
4. Coordinate all financial reporting and audit activity, including interaction with external auditors, oversight of timely delivery and preparation of quarterly and annual financial statements, plus other internal and external financial reports.
5. Oversee accounting, audit, and tax reporting functions for two defined benefit pension plans and two defined contribution plans.
6. Oversee preparation and filing of various tax returns (Forms 990, 990-T, AG990-IL and IL-990-T annual tax returns), compliance filings (W-2, W-2G, 1099s, 1042S) and other financial surveys.
7. Direct and review bond compliance and related calculations and reporting.
8. Manage budget for Finance and Accounting Departments.
9. Attend Finance, Bond Oversight, Audit, Investment and Pension committee meetings. Regularly present at Audit Committee meetings.
10. Manage external relationships with banks and insurance broker. Support cash management, debt portfolio, line of credit and credit card and purchase card arrangements and administer all business insurance coverage programs.

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11. Remain current on accounting and tax compliance issues, including guest artist taxation and requirements related to tax treatment for Nonresident aliens (NRA).
12. Other duties and special projects as assigned.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

1. Undergraduate degree in Accounting/Finance and CPA required; MBA a plus.
2. Minimum 10 years of accounting and management experience; 5 years of extensive supervisory experience. Not-for-profit accounting knowledge and experience strongly preferred.
3. Extensive background in accounting and audit functions; Solid experience coordinating audit activities and managing reporting, accounts payable and receivable, general ledger, payroll, and accounting for investments
4. Deep expertise in and experience with accounting and audit procedures and financial controls.
5. Proficient in the use of technology including a deep understanding of and experience with general ledger systems; knowledge of Great Plains a plus.
6. Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate effectively
7. Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
8. Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers

### **REPORTING RELATIONSHIPS**

1. Reports to the Vice President and Chief Financial Officer.
2. Directly supervises 2 Assistant Controllers.
3. Other contacts include: President, Vice Presidents, the Director of IT, other Finance Department staff, external auditors, bankers, insurance representatives, government agencies, CSO staff, Trustees, Board committee members and volunteers.

### **WORKING CONDITIONS**

Pleasant office environment.

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Employee Signature

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Date

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Manager Signature

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Date

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