

**Job Title:**

Chief Financial Officer

**Date:**

December, 2024

**Overview:**

The Chief Financial Officer is responsible for the full management of the \$22M annual budget at the world-renowned Aspen Music Festival and School and offers strategic analysis of the finances to guide the institution's key decisions. As a critical member of the AMFS team, the CFO is responsible for the smooth functioning of the full Finance Department as well as providing ongoing financial reporting and analysis and safeguarding the institution's assets. Meticulous accuracy and the highest levels of integrity are key, as well as collaborative and creative solution-finding with organization leadership, colleagues, and board members.

Having just celebrated its 75<sup>th</sup> anniversary, the AMFS is a world-renowned, dynamic organization that both connects deeply to its local community and operates on a global stage. Candidates should thrive in an ever-evolving environment with world-class standards and enjoy a culture of committed esprit de corps. This is a full-time position in Aspen, Colorado reporting to the Vice President and Chief Operating Officer.

**Primary Responsibilities:**

- Create appropriate systems of internal controls that result in a finance department that is efficient and secure.
- Work with AMFS staff to create the annual budget and provide efficient tracking.
- Work with COO to advise on strategic, financial decisions on both an annual and long-term horizon.
- Manage the payroll process for 36 year-round staff and 100 seasonal employees.
- Provide risk management for the institution including managing insurance coverage.
- Ensure that the accounting system is compliant with GAAP and monitor any changes in the rules.
- Track, forecast, and report regular financial results of the institution.
- Provide cash management for liquid assets and ensure cash flow for this seasonal institution.
- Prepare for and supervise the annual audit and 990.
- Oversee all systems that create financial transactions and work to create efficiencies across the organization.
- Work closely with the Advancement team to track and report on contributions.
- Provide financial budgets and results for grant reporting.
- Oversee IT department to ensure security and to provide appropriate resources.
- Supervise three direct reports in Finance and IT.

**Qualifications and Skills:**

- Minimum of seven years' experience in nonprofit accounting, finance, or auditing.
- Bachelor's degree is required and CPA is preferred.
- Experience with Financial Edge (preferred) and proficiency with Microsoft Office software.
- Excellent interpersonal communications skills, including active listening and interacting with staff and board members.

**Salary and Benefits:**

- Salary range for this full-time position is between \$140,000 and \$160,000.
- Full employee medical, dental, and vision insurance coverage
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses.
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible.
- Cash health and wellness benefit
- An employee assistance program
- Paid holiday schedule of 18 days including a six-day post-festival break and a holiday break from Christmas Eve to New Year's Day
- Paid vacation of 13 days the first year that grows up to 26 days after five years.
- Paid sick time of 15 days per year.
- Season pass to the festival.
- Aspen Chamber discount on ski passes

**Diversity, Equity, and Inclusion**

The AMFS is committed to creating and maintaining a diverse, respectful, and inclusive community, and does not discriminate in employment opportunities or practices on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local laws.

**Please submit a cover letter and resume to [CFO@aspenmusic.org](mailto:CFO@aspenmusic.org).**