



Position Description

Job Title: Director of Finance

Department: Finance

Location: New Haven, Connecticut

Supervisor: Executive Director

Job Type: Full-time, salaried (**If part time is a preference, NMS is open to discussing ways to flexibly structure this position.*)

Employment Classification: Exempt

Compensation: \$120,000 - \$150,000 annual full-time salary. Commensurate with experience.

Supervisory Role: Yes

Position Summary

The Director of Finance (“DoF”) is a hands-on, collaborative leader responsible for the overall financial management of Neighborhood Music School (NMS). The DoF oversees all finance, accounting, financial planning, and related administrative functions to ensure the organization’s fiscal health and long-term sustainability.

As a key member of the Administrative Leadership Team, the DoF serves as a strategic thought partner to the Executive Director and Board of Directors. The role ensures strong fiduciary oversight, sound risk management, regulatory compliance, and adherence to nonprofit best practices—while balancing future growth with budget realities.

The DoF supervises a part- A *bookkeeper*, and oversees our external financial consultants. This role will work closely with our HR consultants, benefits broker, investment partners, and other key staff.

Duties and Responsibilities

Finance & Accounting

- Oversee all accounting operations, including general ledger, internal controls, cash management, reconciliations, monthly close, accounts payable/receivable, payroll, collections, and banking and investment accounts.
- Develop and monitor the annual operating budget, program budgets, grant budgets, capital budgets, and special project budgets in partnership with the Executive Director, Board, and department leaders.
- Monitor and manage cash flow to ensure adequate liquidity.
- Prepare timely, accurate financial reports and key performance indicators for leadership and the Board.
- Lead the annual audit process and oversee preparation and filing of Form 990.
- Manage investment and endowment accounts; serve as primary liaison to financial institutions and investment partners.
- Partner with the Director of Student Services on tuition billing and collections, providing support for overdue accounts.

Administration & Compliance

- Ensure appropriate insurance coverage is maintained; oversee renewals and claims management.

Last updated: February 17, 2026



- Oversee workers' compensation audit process.
- Maintain knowledge of financial compliance and tax laws, with basic knowledge of employment law; ensure compliance and required filings in partnership with finance consultant and HR firm.
- In partnership with HR & Finance consultants, ensure unemployment compensation claims are reviewed and completed.
- In partnership with ED, HR and benefits brokers, support annual open enrollment.
- Ensure proper creation, review, and compliance of vendor and rental contracts.
- Oversee legal and regulatory compliance activities; stay informed of industry best practices.
- Develop and maintain financial policies, procedures, SOPs, and departmental manuals.
- Partner with the Director of School Operations on financial planning related to IT infrastructure and capital projects.

Leadership & Strategy

- Supervise and support the finance function, including bookkeeper and external consultants; provide direct coverage as needed.
- Continually assess and design optimal staffing structures and workflows for the department.
- Partner with the Executive Director on strategic planning initiatives, including feasibility studies, benchmarking, trend analysis, and market research.
- Translate financial data and metrics into actionable recommendations.
- Serve as primary staff liaison to the Board Finance Committee.
- Participate actively in staff, faculty, board, finance committee, and safety committee meetings.
- Represent NMS in the community as appropriate.
- Perform other related duties as assigned.

Requirements and Qualifications:

- Minimum 7+ years experience in financial management and/or accounting, with practical hands-on bookkeeping experience;
- Bachelor's degree required. MBA and/or CPA preferred;
- Strong technical skills in financial accounting, reporting, and analysis;
- Strong attention to detail and accuracy, with pride in quality of work;
- Strong communication skills;
- Well-versed in the principles of fund accounting and non-profit management;
- Technology savvy, including advanced-level proficiency in MS Excel and QuickBooks;
- Ability to prioritize effectively, and to manage multiple projects and timelines; Keen analytical and problem solving skills;
- An understanding of the NMS mission and a love of the arts;
- An appreciation of the diversity of the New Haven region and the NMS community;
- A commitment to equity and inclusion, and a desire to be part of building an anti bias, anti racist culture;
- Ability to think strategically and work collaboratively and with an open mind;
- A desire to lead through compassion and service and a commitment for personal growth.

Working Environment and Physical Requirements:

The Director of Finance position is primarily based in a school environment. The role involves frequent interaction with staff, faculty, students and families, requiring strong communication and collaboration skills.



- **Physical Requirements:**

- Ability to sit or stand at a desk for extended periods while performing computer-based tasks.
- Regular use of standard office equipment, including computers, printers, telephones, and copiers.
- Occasional lifting or carrying of materials weighing up to 15 pounds (such as files, binders, or office supplies).
- Mobility to move within the office and attend meetings across campus as needed.
- Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the position.

- **Environmental Conditions:**

- Work is performed in a climate-controlled office setting with moderate noise levels.
- Occasional attendance at school events or off-site meetings may be required.
- The role does not typically involve exposure to hazardous conditions.

Equal Employment Opportunity:

Neighborhood Music School is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, disability, age, sex (including sexual orientation, gender identity and transgender status), national origin, veteran status, genetic information, or any other classification protected by federal, state, or local law. Our workplace culture values and promotes diversity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility. Neighborhood Music School is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

The above position description is not intended to be an all-inclusive list of duties and responsibilities for the position.