



BOARD OF DIRECTORS

David Bueschel
President

Barry Lyerly
Vice President

Laurie Meyer
Secretary

Robert Gardner
Treasurer

Richard C. Bentley
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Allegra Derryberry
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Joshua Habermann*
Nina Hinson
Stephen Hochberg, JD
Roxanne Howe-Murphy, EdD
Sheryl Kelsey, PhD
Lynn F. Lee
Janice L. Mayer*
Janet S. Sanders, PhD
Judy Sherman
Patricia Stanley
Vincent Stenerson
Patricia Thompson
Rebecca Tobey
Susie Wilson, DMA
**ex-officio member*

ADMINISTRATIVE STAFF

Joshua Habermann
Music Director

Janice L. Mayer
Executive Director

Gabriella Ottersberg Enríquez
House Manager

Sean Johnson
Assistant Company Manager

Emma Marzen
*Box Office Manager
& Community Liaison*

Kyle Nielsen
Artistic Coordinator

Matt Nielsen
Company Manager

Charles Rountree
Accounting Manager

Kathryn Schwaar
Administrative Assistant

THE SANTA FE DESERT CHORALE

311 East Palace Avenue
Santa Fe, NM 87501
(505) 988-2282
www.desertchorale.org

FEDERAL TAX ID 85-0300479

Accounting Manager

General Description:

The Accounting Manager is responsible for the Santa Fe Desert Chorale's bookkeeping and implementation of the budgeting and financial planning of the Executive Director and the Board of Directors. The Accounting Manager reports to the Executive Director, and provides support to the Treasurer and Finance Committee of the Board of Directors through the Executive Director.

Responsibilities:

- Work with Executive Director and Board Treasurer in preparing the annual budget;
- In cooperation with the Executive Director, prepare balance sheet forecasts including estimated future cash balances and liabilities (including payables), analyze past expenditures, and develop quarterly cash flow projections;
- Monitor and reconcile cash accounts insuring that restricted accounts, cash balances, and accounts receivable are current and in balance;
- Using QuickBooks, process bi-monthly employee payroll and comply with all local, state, and federal tax and reporting regulations. Process payroll for seasonal contractors. Create and mail all W-2 and 1099 Wage and Tax Statements annually;
- Working closely with the auditors, assist with the annual audit including annual filings of results to the appropriate statutory authorities; specifically, these include IRS 990, IRS941, among others;
- Prepare and file all applicable reports and payments including charitable registrations in Texas, Oklahoma, and Illinois, annual reporting to New Mexico Attorney General and New Mexico Secretary of State, among others;
- With the Executive Director, create reports for Finance Committee and Board of Directors;
- Reconcile credit card accounts by matching receipts, working with internal card holders to properly code all transactions;
- Maintain and assure that insurance policies are in good standing;
- Assist with budget preparation for grant applications, as needed;
- Working closely with the Executive Director, correctly code all expenditures to both the account code and the accounting group;
- Working closely with the Assistant Director, correctly code all receipts (including contributions) to both the account code and the accounting group;
- Report accounts payable to the Executive Director weekly to determine schedule of disbursements.

Skills and Attributes:

- Financial accuracy and comprehensive reporting skills;
- Detail-oriented and strong organizational abilities;
- Excellent interpersonal skills;
- Effective communication skills, both oral and written;
- Ability to balance, prioritize, and manage multiple responsibilities in a fast-paced environment;
- Maintain professionalism, punctuality, discretion, and positive representation of the Chorale in all job functions;
- Ability to effectively collaborate as a team member;
- Willingness to take on special assignments as directed;
- Proficiency with Microsoft Office Suite, especially Excel;
- Proficiency with QuickBooks;

Education and Qualifications:

- Minimum of a Bachelor of Arts or Science degree from an accredited institution

Reporting Structure:

- Reports to Executive Director

Compensation:

- Hourly rate for ten to twelve hour week; rate commensurate with experience.
- One business day in the Santa Fe Desert Chorale administrative office is required – preferably the same day each week.

Application Process:

Submit cover letter and resume to Janice L. Mayer, Executive Director by e-mail at Careers@desertchorale.org or by mail at Santa Fe Desert Chorale, 311 East Palace Avenue, Santa Fe, NM 87501.