

SEATTLE CHAMBER MUSIC SOCIETY

JAMES EHNES, *Artistic Director*

ACCOUNTANT

Position status: Independent Contractor, 6-8 hours/week

Reports to: Executive Director

Position Summary

Hands-on management of all facets of accounting function for a non-profit; including accounts payable, accounts receivable, cash management, payroll, financial statements, audit preparation, budget preparation and monitoring, and preparation of information for tax return. Oversee benefits, investments, personnel records and policies. Advise Executive Director upon request and report to board on financial and personnel matters as needed. Work with other staff members to ensure effective fiscal controls.

The Organization

Each year, Seattle Chamber Music Society (SCMS) presents a Winter Festival in January and Summer Festival in July at the Illsley Ball Nordstrom Recital Hall at Benaroya Hall. In addition to its high quality performances, SCMS offers community engagement programs for adults, youths and the community at large to encourage audience appreciation and understanding of chamber music. These programs bring audiences of all ages in close contact with musicians and their music through informal, accessible and enjoyable formats. Both Festivals feature world renowned artists brought together to form unique chamber ensembles that play a diverse line-up of recognized chamber music. Now in its 35th season, SCMS, has six year-round staff members, and an annual operating budget of almost \$1.2 million, and an endowment of \$2 million, managed by a separate Foundation. The organization has operated with a balanced budget since its founding in 1982.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible through the Festival atmosphere. This is accomplished by promoting a culture of deeply personal customer care that serves to enrich the experience for our audience at the concert hall and beyond through positive, attentive interactions at every level.