

## **Community Music School contract Controller (Remote)**

Community Music School is looking to fill this position quickly. Applications will be reviewed and considered as received.

Community Music School has an opening for a contract Controller. This contract position has flexible hours and opportunities for remote work. Expected hours are 10-15 hours per month. Pay range is \$50-\$65 per hour. Email resume and cover letter to [jobs@cmsraleigh.org](mailto:jobs@cmsraleigh.org) to apply.

This position will be responsible for administering Community Music School's QuickBooks Online and other financial reporting. This position reports directly to the Executive Director and works closely with the Board Treasurer.

### Responsibilities include:

- Administering QuickBooks Online (QBO, including bookkeeping, recording transactions, and reconciliation of bank accounts
  - Coding of all bank transactions in QBO
  - Preparation of financial statements
  - Reconciling bank accounts every month
- Payroll
  - Onboard new hires, entering W4s and other information into QBO
  - Process payroll once a month, deadline approximately the 12<sup>th</sup> of each month.
- Budgeting
  - Board Treasurer and Executive Director manage the budgeting process, but the contract Controller needs to upload into QBO and reconcile the budget back to original "final" spreadsheet.
- City of Raleigh Arts Commission (CORAC) Grant Reporting
  - Quarterly preparation of CORAC expense verification report due end of month following each quarter (April, July, October, January)
- YE audit and/or quarterly financial reporting
  - Preparation of all accounting schedules
  - Reconciling all accounts and providing year end account schedules for the auditors.
  - Respond to any audit questions with support.

### Qualifications:

- QuickBooks Online expertise
- Experience in "non-profit" companies, fund accounting
- 10+ years of experience
- CPA preferable
- Excel expertise (data sorting, pivot tables, etc.)

### **Community Music School Overview:**

Community Music School (CMS) was founded in 1994 to meet the community need for affordable music lessons and provides access to high quality music instruction to 250+ students each year. Since our founding we have provided \$1 weekly music lessons. 1 on 1 private music lessons in both contemporary and classical music are offered in all instruments, including piano, guitar, percussion, violin, cello, woodwinds, harp, voice and more, and instruments are provided

at no charge. Fundraising makes that possible. Our financial model operates on donations from individuals and through grants. CMS conducts its after school music lessons Monday-Friday, 4-8pm at Longleaf School of the Arts, 322 Chapanoke Rd, Raleigh, NC 27603. To enroll, students must be between 2nd-12th grade and meet the income eligibility requirements for the Free and Reduced Lunch program or other financial need.

We want people of all backgrounds to see themselves represented and included at Community Music School, so we actively seek to diversify our team and bring more voices to the table. All applicants are welcome.

**To apply, please submit your cover letter and resume via email to:**

Melanie Doerner

Executive Director

Community Music School

[jobs@cmsraleigh.org](mailto:jobs@cmsraleigh.org)