



Buffalo Philharmonic Orchestra Position Description

Position: Finance Assistant
Part-time (25 hours)
Non-Exempt
Weekday hours flexible
Some weekends and/or evening work possible
\$16.50 per hour

Immediate Supervisors: Vice President, Finance & Administration

Date of Posting September 2021

Function: The Finance Assistant will provide a range of administrative and support functions to the Finance Department and facility operations of the 786 Delaware office location; working and assisting the Vice President, Finance & Administration directly.

Primary Responsibilities:

Financial support:

- Input monthly journal entries
- Assist in data entry for projects
- Filing, Copying and scanning documentation
- Assist with projects as needed
- Engages in meetings with staff members as needed in order to enhance communication and create a seamless working relationship between all employees and departments.

Property Support

- Review and process invoices for routine services and contracts.
- Processing of invoices for payment as well as billing renters.
- Timely responses to inquiries and requests for facilities support.
- Coordinate on site estimate and repairs
- Liaison to independent contractors (lawn, snow. cleaning etc)
- Other duties as assigned.

Essential Skills/Qualifications:

Excellent organizational skills and attention to details. Good written, verbal and interpersonal communication skills. Basic computer skills and willing to learn new systems. Strong work ethic and initiative and great attitude.

Equal Employment Opportunity Statement:

The Buffalo Philharmonic Orchestra maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment within the Buffalo Philharmonic Orchestra will be influenced in any manner by race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability or any other basis prohibited by law.

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