



# PLANO SYMPHONY ORCHESTRA

HÉCTOR GUZMÁN MUSIC DIRECTOR  
GREGORY PATTERSON PRESIDENT & CEO

ENGAGING YOUR NORTH TEXAS COMMUNITY

## POSITION DESCRIPTION:

### FINANCE ASSISTANT

#### **POSITION OVERVIEW**

The **Finance Assistant** is a key member of Plano Symphony Orchestra's (PSO) team, focused on supporting the Director of Finance and Business Operations. The Finance Assistant will engage in activities for Accounts Receivable, Accounts Payable, and financial reporting. The role requires access to confidential financial information, necessitating a review of criminal history to protect the business and its patrons. The position will perform business operations and other finance functions as requested, providing personalized service to engage and enrich their experience with the PSO.

This is a part-time, non-exempt position with a competitive hourly wage, paid time off, and flexible scheduling. The Finance Assistant will report directly to the **Director of Finance and Business Operations**.

This position requires duties performed in-office 20 hours per week on weekdays. No work-from-home/remote option is available for this position at this time. Some nights and weekends are required.

The PSO maintains offices at 1635 Dorchester Drive in Plano and has programming throughout the year at a variety of venues throughout Plano and surrounding communities.

#### **PLANO SYMPHONY ORCHESTRA**

1635 Dorchester Drive | Plano, TX 75075

[www.planosymphony.org](http://www.planosymphony.org) | 972.473.7262

# FINANCE ASSISTANT

## **RESPONSIBILITIES**

The PSO is a leading regional arts organization and holds a unique place in the cultural landscape of North Texas, providing accessible arts engagement and community enrichment through world-class musical experiences and education initiatives. The Finance Assistant and all PSO employees are responsible for supporting our mission to inspire, educate, entertain, and involve our community in the enjoyment of great music.

Daily operations include:

- Conduct reconciliation of bank statements, accounts receivable, and general ledger to maintain accurate financial records.
- Maintain the PSO's accounts and records through financial entries and accounts payable activities (check disbursements, credit card usage, etc.).
- Monitor financials and prepare reports.
- Assist with data entry, including auditing patron accounts/giving status in CRM database (Spektrix).
- Assist with the annual third-party audit.
- Collaborate with various departments to support finance and business operations initiatives.
- Be knowledgeable of all Plano Symphony programming and events, including subscription concerts, the Family Concert Series, Education programs, Development events, and more.
- Maintain daily communication with PSO team.
- Participate in weekly staff calls to discuss and prioritize organizational activities.
- Other duties as assigned.

## **QUALIFICATIONS**

- Excellent project management skills; ability to multi-task, track multiple projects, meet deadlines in a fast-paced environment.
- Knowledge of finance and accounting.
- Adept at problem-solving and critical thinking.
- Strong customer service mindset with the ability to effectively interact with diverse individuals and groups.
- Ability to work independently and in collaboration with other team members.
- Proficiency in data entry.
- Proficiency in Microsoft Office software, especially Excel.
- Knowledgeable of accounting software QuickBooks Online.
- Excellent written and verbal communication skills.
- Bachelor's degree preferred.
- Ability to work evenings and weekends as required for performances, events, meetings, etc.
- Passion for the arts in our community.

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## **ABOUT THE PLANO SYMPHONY ORCHESTRA**

The mission of the Plano Symphony Orchestra is to inspire, educate, entertain, and involve the children, youth and adults of our community in the enjoyment of great music.

We believe in the transformative power of music to change lives. We will grow and nurture the audience of today and tomorrow through exciting, inclusive, innovative, and impactful music in a welcoming and engaging way. We seek to serve our community through programming and music education that reflects our diverse North Texas region.

The Plano Symphony Orchestra (PSO)—about to begin its 43rd Anniversary Season—is a 501(c) 3 non-profit organization governed by an elected Board of Directors. The PSO is a professional orchestra with compensated artistic and management personnel and has sought to attain its high artistic standards through solid institutional planning and faithful adherence to principles of sound non-profit management. The annual budget is approximately \$2.7 million. The PSO annually presents an eight-concert subscription series, a Family Concert Series, the School Concert Education Program, special event concerts (including Kaleidoscope Park, the Plano International Festival, and the Plano Balloon Festival), and over 100 education outreach appearances. For more information, please visit [www.planosymphony.org](http://www.planosymphony.org).

## **PAYSCALE**

This is a part-time, non-exempt position.

Expected hours: 20 per week.

Range of hourly wage: \$19.50 - \$20.50 per hour, commensurate with experience

## **HOW TO APPLY**

For consideration, interested individuals should send a cover letter and resume to [hiring@planosymphony.org](mailto:hiring@planosymphony.org), using the subject line "FA Application."

Any questions about this position may be directed to [hiring@planosymphony.org](mailto:hiring@planosymphony.org).

## **THE PLANO SYMPHONY ORCHESTRA IS AN EQUAL OPPORTUNITY EMPLOYER**

The Plano Symphony Orchestra (PSO) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The PSO is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. The PSO seeks a broad spectrum of employees and is strongly committed to a diverse, inclusive, and equitable work environment. We strongly encourage Black, Indigenous, and people of color—as well as members of underrepresented groups—to apply.

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