



PART-TIME FINANCE MANAGER

JOB PROFILE

Do you have a passion for the arts and an eye for the financial details that keep an organization running? Piano Cleveland is seeking a Part-Time Finance Manager to support the financial health of our nonprofit organization. In this role, you will manage the day-to-day bookkeeping and financial reporting that keeps our team informed and our mission moving forward. This role is ideal for a detail-oriented finance professional who thrives in a collaborative environment and is comfortable working independently.

DUTIES AND RESPONSIBILITIES

Financial Reporting

- Produce monthly financial reports (P&L, Balance Sheet, and others as needed) for the Board of Directors and Executive Committee
- Prepare the annual Cultural Data Report and facilitate the CAC grant application

Bookkeeping

- Maintain accurate records of all bank account activity and enter transactions into QuickBooks
- Process payments via check, ACH transfer, and international wire transfer; manage vendor payment schedules as needed
- Reconcile bank, endowment, and credit card statements monthly
- Record and reconcile income from multiple platforms (Fundraising CRM, Acceptd, Square)
- Prepare and send invoices; process check deposits and initiate wire transfers as needed
- Coordinate with the COO on cash flow, checking balances, and donor restrictions
- Send endowment gifts to endowment managers for deposit to appropriate accounts

Payroll

- Submit monthly payroll data to PayCor and review payroll packets for accuracy
- Manage SIMPLE IRA contributions (Ascensus) and benefit deductions (medical insurance, retirement)
- Enter payroll and contractor payments into QuickBooks; distribute contractor checks and paystubs monthly

Tax Compliance

- Prepare and submit annual 1096 form and 1042 contractor payment reports
- Ensure appropriate withholding for non-resident alien contractors

Audit

- Collaborate with external auditors to support the annual audit process

Committee Liaison

- Act as staff liaison to Finance Committee and Investment sub-Committee of Board of Directors, including scheduling of and participation in meetings

Other duties as assigned.

QUALIFICATIONS

- Experience in bookkeeping, accounting, or financial management required; nonprofit experience preferred
- Proficiency in QuickBooks required
- Familiarity with payroll processing systems (experience with PayCor a plus)
- Working knowledge of nonprofit financial reporting, including grant compliance
- Experience with or willingness to learn relevant platforms, including Acceptrd, Square, and donor CRM systems
- Strong attention to detail, organizational skills, and ability to manage multiple deadlines
- Ability to work independently and communicate proactively with organizational leadership
- Commitment to the mission of Piano Cleveland and the performing arts

SCHEDULE

- This is a part-time position, approximately 10–15 hours per week, with flexible scheduling.
- Availability during Piano Cleveland’s summer events (typically late July-early August) will be expected, as this person will participate as a member of our team during that period.

COMPENSATION

- Hourly rate: \$40–\$45/hour, commensurate with experience

TO APPLY

Please email a cover letter and resume to Marissa Moore, Chief Executive Officer, at Marissa.moore@pianocleveland.org by **May 1, 2026**.

ABOUT PIANO CLEVELAND

Piano Cleveland promotes the transformative power of the piano through internationally renowned competitions, innovative concerts and community-engaged programming. As a small but mighty arts non-profit, our work supports pianists to achieve their full potential while inspiring the discovery and love of piano music for listeners of all ages and backgrounds.