

Chamber Music America

Position Announcement Membership Services/Accounting Associate

Chamber Music America (CMA) seeks an enthusiastic professional who can assist its Director of Membership Services and Director of Finance. The Membership Services/Accounting Associate is a new position, which will serve as a liaison between vendors and clients for two departments within Chamber Music America.

CMA is the national network for the small ensemble music profession. With a membership of ensembles, concert presenters, festivals, training institutions, individual musicians, educators, composers, music businesses, and chamber music enthusiasts, CMA encompasses multiple styles of music spanning historic, contemporary, Western European and non-Western genres.

Responsibilities

Assist the Director of Membership Services with:

- Production and distribution of monthly membership renewal notices
- Generating monthly membership reports and provide membership data upon request
- Maintaining CMA's DonorPerfect database including membership dues and payment processing
- Answering CMA members requests via email and over the phone (zoom platform)
- Providing ongoing user support to members for access to their Member Profiles on CMA's website
- Creating lists and data analysis as required
- Producing the annual member directory
- Organizing member events: public performances, webinars, professional development sessions
- Producing showcases and sessions for the CMA National Conference and other events upon request

Assist the Director of Finance with:

- Maintaining vendor invoices and payments in the accounting system
- Maintaining vendor and client files in the accounting system
- Distributing 1099 forms
- Handling periodic vendor/client inquiries
- Maintaining employee time tracking records
- Entering data into the accounting system
- Preparing monthly bank reconciliations
- Completing various accounting functions as requested

Qualifications

- Excellent interpersonal, written, and verbal skills
- Knowledge and experience with Microsoft Office, DonorPerfect, and other database programs
- Ability to meet deadlines and handle simultaneous projects from development to completion
- Knowledge of small ensemble music preferred
- Ability to travel

Start Date

- Immediate

Compensation and Benefits

- Compensation: \$40k to \$50k
- Employee benefits include health insurance, a 403b retirement plan, and paid vacation

Chamber Music America

To apply, email the following to ageorge@chamber-music.org with “Position Title” in the subject line: a cover letter indicating how your skills and experience meet the qualifications for the position. Please include your salary requirements, your resume, and a recent writing sample.

No phone calls please. You will be contacted should an interview be required.

Chamber Music America is committed to a staff environment that is diverse, inclusive, and equitable. CMA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sexual orientation, gender, or gender expression.