



## Overview

Office Manager will handle day-to-day operations with a focus on efficiency and time management. The Office Manager will assist in supporting intra-office communication protocols, streamlining administrative procedures, and operational building needs. We're looking for a positive and energetic professional who works well within a small staff.

## Specific Duties

- Maintain the daily administration of the organization's offices and the operation of equipment and facilities.
- Help manage the budgeting process and ensure accounting accuracy.
- Oversee the employee benefits
- Manage financial tracking, accounts payable, account receivable, payroll, and reporting
- Manage tuition payments, registration and ticketing process
- Prepare for and manage box office and all lobby concession operations during working hours and production weeks
- Mandatory evening and weekend work for events and productions
- Help create a culture of positivity, openness and community with ECB families and staff. Put forth an approachable and welcoming demeanor for our students and their families
- Identify and employ the most efficient methods of running the office manager position
- Organize and manage performance video orders
- Update studio forms and distribute (registration, class schedule, season calendar, etc.)
- Update and maintain physical and email mailing list
- Manage dancewear and gear ordering and sales
- Reconcile proceeds from performance weekends the next business day
- Coordinate with the ED tuition assistance (need basis) and with the AD, scholarships (merit basis)
- Prepare and file semi-monthly payroll taxes and quarterly payroll taxes
- Collect past due tuition payments and performance fees
- Prepare board reports and any other requests for monthly board meeting as requested
- Greet and direct visitors
- Prepare checks for bank deposits and log cash received
- Assist faculty and staff with administrative duties as requested
- Performs other duties as requested by ED and AD
- General office duties: answer the phone, manage incoming general email, filing, mail, maintain office supplies, banking and studio calendar
- Manage building needs: supplies, cleaning schedules, bill payments, and any other operational needs.

## Education and Qualifications

- BA degree in business, communications, or related field.
- Experience in finance and accounting. Working knowledge of QuickBooks, Microsoft office.
- Work experience in a non-profit or performing arts environment.

Working hours for this job are Tuesday-Saturday; Salary-DOE

Please send resume & cover letter to [Julie@evergreencityballet.org](mailto:Julie@evergreencityballet.org) and [info@evergreencityballet.org](mailto:info@evergreencityballet.org)