



StageNorth

Business and Operations Manager Job Description

Business and Operations Manager

Reports to: Finance Committee and Executive Director

Status: Full-Time salaried position with flexible hours

Please submit resume and cover letter to noah.stagenorth@gmail.com or send to StageNorth, PO Box 427, Washburn, WI 54891. *Deadline is February 17 at 5PM.*

Qualifications Required:

- Working knowledge of facility management and maintenance
- Working knowledge of double entry accounting and payroll systems
- Effective written and verbal skills
- Effective people and interpersonal skills
- Accomplished computer skills: Quickbooks, e-mail, data entry/retrieval
- Web site and social media experience
- Effective planning and organizational skills
- College Degree with 3-5 years experiences in business

Behavioral Traits Required:

- Schedule, deadline, and completion oriented
- Organized, neat, keeping work space safe and clean
- Accurate, result driven
- Positive attitude
- Professional in appearance and level of service provided
- Team player, respectful, best interest of all staff and theater first
- Customer service and satisfaction oriented
- Must be available and willing to work evenings and weekends
- Must be able to communicate fluently in English.

Job Description Details

Responsibility: Establish, manage, direct, control, assure, and account for the efficient accounting, administration, and overall organization of theater operations.

- Work in conjunction with the Executive Director and Finance Committee

Budget

- Prepare an annual operating budget by December 1 annually, obtain approval, and execute
- Report monthly to the Finance Committee on performance against budget and provide detailed explanation of all variances

Employee and Volunteer Supervision

- Create work schedule on regular basis and confirm its execution
- Enter daily time cards for employees
- Track employee time off and weekly schedule
- Keep employee files up to date
- Submit payroll to processing company in timely fashion
- Develop and train volunteers to perform routine tasks
- Create volunteer schedule for all aspects of theater functions including but not limited to box office operations, theatrical building, and promotional material distribution.

Bookkeeping/Banking/Accounting

- Determine and pay monthly sales tax
- Calculate and make regular bank deposits
- Reconcile monthly bank and credit card statements
- Enter adjusting journal entries as necessary

Accounts Payable

- Keep vendor list up to date and accurate
- Reconcile vendor invoices to purchase orders
- Enter purchase orders as necessary
- Enter vendor bills
- Pay vendor invoices on timely basis

General Office Skills

- Pick up and process mail daily on a regular basis
- Strong working knowledge of all necessary computer programs
- Keep software updated and all terminals in functioning order
- Computer data backup controls

- Operate the telephone system to ensure calls are answered and messages responded to on a timely basis.
- Respond in a timely fashion to e-mails and online information requests

Deliverables

- Accounts payable records
- Compliance with regulatory agencies
- Payroll records
- Banking records
- Employee and Volunteer schedule and database
- Employee Files
- Vendor Files