



Mission and Objectives: *BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

POSITION TITLE: Business Manager

REPORTS TO (TITLE): Chief Executive Officer

CLASSIFICATION: Part-time, 20 hours per week

POSITION OVERVIEW: BlackRock Center for the Arts seeks a Business Manager to be responsible for the daily management and integrity of financial information, administrative functions, and accounting systems for the organization. In this capacity, he/she is required to execute approved financial and human resources policies accurately within established deadlines and in compliance with all federal and state laws and regulations and ensure the effective administrative functioning of the organization. Reporting to the CEO, this position requires the incumbent to handle issues of a confidential nature. This position is currently part-time with the goal of developing into a full-time position.

JOB DUTIES AND RESPONSIBILITIES:

- Oversee daily financial and accounting functions and maintain safekeeping of BlackRock financial records and contracts
- Oversee and ensure the accurate and timely processing of daily sales activities
- Develop and implement cost savings and risk-reduction measures
- Monitor budget. Develop and run budget vs. actual performance reports for Executive Director, senior staff, and external accountant for review
- Coordinate the process of filing IRS 990, state sales and use tax exemptions, and any other state filing
- Serve as BlackRock's point of contact for external accountant and auditor for annual audit, and 990
- Responsible for all insurance, contracts, and licenses, including timely renewals, administration, and payment
- Manage all HR functions, including onboarding and terminations, benefits, payroll and time documentation, ensuring the confidentiality and integrity of all employee files, records, and information
- Assume other responsibilities as assigned

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sit, stand, walk and work at a computer, relative to an office environment
- Ability to lift up to 75 lbs.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Bachelor's degree in nonprofit management and administration or relevant experience
- At least one year of financial accounting experience and a level of familiarity with payroll processing (preferably in non-profit or performing arts environment)
- Proficiency in MS Office with superior spreadsheet and analytical skills
- Proficiency in QuickBooks Accounting Software
- Direct and relevant experience in all human resources functions outlined in job description
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Demonstrated ability to maintain confidentiality and discretion when required
- Top-notch organizational skills with attention to detail and ability to handle multiple tasks simultaneously
- Proven ability to work independently and in a team-based environment
- A commitment to BlackRock's mission to bring performing and visual arts experiences to diverse audiences and providing accessible opportunities to engage in the arts.

Compensation and Benefits

\$20 per hour

Application Information

Please submit the following items:

- Cover Letter
- Resume
- Salary Expectations
- Three References

For any questions and to submit your application via email (.PDF or .DOC), please insert the words "Business Manager" into the Subject line. Only qualified applicants will be contacted. Please direct all submissions to: jobs@blackrockcenter.org.

DATE PREPARED: MAY 2021

* Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin.