

Position Description

Job Title:	Business and Finance Manager		
Reports to:	Executive Director		Full Time
Supervisory Responsibilities:	Yes	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a business-minded, detail-oriented individual to provide Business and Financial Management in a fast-paced, dynamic office environment. A successful candidate will have previous accounting experience, excellent interpersonal skills, extraordinary attention to detail and have a positive, solution-oriented attitude.

To apply, submit your cover letter and resume, both in pdf format, to [hiring@kazoocivic.com](mailto: hiring@kazoocivic.com). We also accept applications by mail or in person at 329 S Park St., Kalamazoo, MI 49007. Pay is \$60,000 annually, plus benefits. Position will be posted until filled.

Essential Functions:

- Responsible for skillfully executing the day-to-day accounts payable activities of the organization, including paying invoices in a timely manner
- Responsible for overseeing the accounts receivable function of the organization, including, but not limited to, recording cash, check and credit card receipts, making bank deposits, maintaining accurate records
- Balance all accounts (including endowments) against a general ledger
- Prepare monthly financial reports for the organization, including reports to the Civic Board of Directors, Foundation Trustees, and outside organizations as needed
- Work with Executive Director and Department Managers in preparing and finalizing budget proposals for Finance Committee and Board approval
- Assist with Fund Development and Grant Writing, including, but not limited to, preparing necessary financial reports for grant applications and final reports; assist in grant writing as needed
- Work with independent auditors to ensure timely and accurate completion and filing of annual audited financial statements, 990 reports, state charitable solicitation licenses and any other required reporting
- In conjunction with the Executive Director, provides oversight and management of capital projects, including ensuring proper accounting, use and reporting of restricted funds
- Oversee timely payment of all taxes associated with payroll, as well as distribution of W-2s and 1099s
- Responsible for processing of employee benefits, including enrolling employees in benefits programs and related paperwork
- Responsible for the timely and accurate maintenance of all licenses, including, but not limited to, any federal, state or local licenses required to operate as a not-for-profit organization, any memberships or licenses associated with operating a theatre, including music licenses, and all performance related royalties and licenses
- Negotiate and maintain agreements with vendors, including maintenance contracts, and equipment leases and continue to evaluate existing service contracts, including contracts for necessary services, such as utilities, IT services and devices, business equipment, furniture, and other facilities needs
- Assist with additional Business Office tasks, and perform other duties, as needed

Qualifications and Skill Requirements

- Prior proven experience and success in accounting principles and practices is required
- Previous personnel management experience is desired
- Bachelor's Degree in an area related to accounting, finance, and/or business is preferred
- Experience in a not-for-profit organization is preferred, including familiarity with not-for-profit accounting procedures
- Proficiency in QuickBooks, Excel and internet-based payment processing applications

Physical Requirements:

- Requires frequent sitting and walking as well as occasionally lifting up to 20 lbs.
- The physical ability to travel between the various CIVIC building locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.