

# CALIFORNIA YOUTH SYMPHONY

## Office Manager

Position Type: Exempt

### **JOB SUMMARY**

The Office Manager is responsible for bookkeeping, maintaining the accounting system, and managing human resources. This is a full-time position, working both in office (25%) and remotely (75%), plus additional weekend hours as appropriate and necessary in conjunction with CYS rehearsals, concerts, and other events. This position reports to the Executive Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

#### **Office Management, Administration and Bookkeeping**

- Manages the financial resources of the organization including accounting, budgeting, financial reporting, payroll, and related duties.
- Coordinates with the Executive Director, Treasurer, and outside CPA to ensure the monthly financial reports are timely, accurate and reflect the financial condition of the organization.
- Supports annual financial reviews/ and audits.
- Supports maintaining Human Resources, fiscal, and administrative policies and procedures.
- Manages billing, including student registrations and tours.
- Develop and maintain donor and audience databases.
- Acknowledges donor contributions in a timely manner.
- Other duties as assigned.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree or commensurate experience and a passion for music, education, and arts management.
- 3 - 5 years of bookkeeping/office management experience and a knowledge of accounting, financial operations, record keeping, and human resources best practices. Knowledge of generally accepted nonprofit accounting standards preferred.

- Prior experience introducing technology to enhance effectiveness and efficiency of administrative systems.
- QuickBooks online experience preferred.
- Strong computer skills in word processing, spreadsheets and database management skills.
- Experience working with families, staff, and volunteers from diverse backgrounds  
Able to serve as articulate ambassador to volunteers, parents, and students.
- Effective interpersonal and communication skills.
- Must be organized, energetic and able to handle multiple projects simultaneously.
- Demonstrated ability to maintain confidentiality.
- Ability to work independently, as well as part of a team.
- Able to regularly use independent judgment and discretion in performing responsibilities.
- Ability to work flexible hours, particularly weekends and evenings.
- Ability to lift 25 lbs.