

# OJAI MUSIC FESTIVAL

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Internationally regarded as one of the most influential annual classical music events, the Ojai Music Festival has long served as a creative musical laboratory for artists, composers, and audiences alike to explore new and unfamiliar repertoire. The Festival uniquely combines the intimate setting of Ojai with artists performing innovative programs over an extended weekend in June to create an immersive experience. The Festival is committed to fostering a positive and dynamic culture among the performers, artistic staff, administrative staff, audience, volunteers, and the Ojai community. In addition, the Festival's BRAVO education & community program actively teaches area youth about music and how it relates to other core curriculum subjects, as well as enriches the lives of the local elderly community. The Festival successfully led a community effort to raise \$4 million to rebuild Libbey Bowl, which held its grand opening at the June 2011 Festival. Currently, the Festival is currently in a comprehensive campaign.

### Finance Operations Manager

Working with the Managing Director and Artistic & Executive Director, the **Finance Operations Manager** is responsible for the precise and thorough accounting of all financial transactions for the Ojai Music Festival.

#### Duties

The Finance Operations Manager maintains the complete books and records of the Ojai Music Festival. This includes:

- Data entry for financial transactions including payroll processing with outside service,
- Manage contractors/vendors and other accounts payable payments
- Financial liaison with activities of the Ojai Festival Women's Committee auxiliary
- Responsible for inventory control, workers' compensation reporting, and appropriate tax filings
- Key to success is upholding professional internal control of the organization's financial assets, including cash and cash flow management

#### Key internal relationships

Artistic and Executive Director and Managing Director in preparing budgets and projections, timely approval of payments, insurance coverage and credit card reconciliation; Director of Philanthropy for accurate coding of gifts and pledges; Patron Services Department for box office receipts and reconciliations

#### Key external relationships

Accounting firm engaged for monthly financial statement preparation and account reconciliation; auditing firm in conducting annual audit; and payroll service

#### Experience and qualities required

- Five years (ten preferred) experience as full-charge bookkeeper and/or business manager.
- Skilled with Quickbooks, Excel, Word
- Energetic team player
- Commitment to accuracy and accountability

**Status**

Full-time exempt position. Salary range \$60,000 commensurate with experience. Offer health allowance benefit and vacation/sick leave.

**How to Apply**

Send cover letter and resume to [info@ojaifestival.org](mailto:info@ojaifestival.org). References may be requested at a later date. Potential candidates will be contacted via email to set up interviews.

**Equal Employment Opportunity**

All qualified applicants will receive consideration for employment without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other factors prohibited by law.

**Physical Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the physical and work environment demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually medium to high.

This Job Description is to be used as a guide for accomplishing organizational objectives. The description incorporates the most typical duties performed and covers only the primary functions and responsibilities of the position. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of those duties would not alter the overall evaluation of this position.