

### **Office Manager Job Description:**

We are looking for a dependable, skilled office manager to be responsible for the day-to-day office administration operations of a nonprofit, 1,518-seat live performance theater. The position requires a person who is energetic and detail oriented.

Work schedule is flexible to include both day-shift working hours and show-schedule working hours.

### **Essential Functions:**

- Strong computer software skills.
- Scheduling and ordering for concessions.
- Keep track, process, and reconcile payments and expenditures for accounts payable and accounts receivable including: invoices, statements, checks and expense reports in compliance with financial policies and procedures.
- Regularly tabulate data and compile necessary reports using Quick Books.
- Filing, ordering supplies, and other typical office duties.
- Track Special Projects/Meet Deadlines.
- Handle contracts and other formal documents.
- Assist in development, including fundraising.
- Any other projects or tasks that are needed.

### **Job Qualifications:**

- Solid understanding of basic bookkeeping and accounting principles.
- Proficient data entry skills.
- Hands-on experience with spreadsheets.
- Proficiency in MS Office.
- Customer service oriented.
- High degree of accuracy and attention to detail.

### **Position Qualifications:**

- **Ambition / Autonomy:** Self-motivated to achieve personal advancement with the ability to work independently with minimal supervision.
- **Detail Oriented While Working Under Pressure:** Ability to pay attention to the minute details of a project or task while being under stressful situations.
- **Adaptability:** Ability to quickly recover from, and/or adjust to change and troubleshooting complex technical issues.

### **Requirements:**

- Proficient computers skills
- Associate's Degree in Accounting or related field.