

CREEDE REPERTORY THEATRE

your theatre, always

As a cultural home for artists, residents, and visitors of the West, Creede Repertory Theatre will create a diverse repertory season of plays, new works, and dynamic education programs.

Job Title: Business Manager

Job Summary: The Business Manager is solely responsible for the accounting operations at Creede Repertory Theatre. They will input, maintain, and analyze CRT's financial information, in order to advise the Executive Director about CRT's financial health. The Business Manager will work within CRT's administrative team. It is a full-time, year-round position. The Business Manager reports to the Executive Director.

Salary: \$34 - \$42 K (based on experience)

Benefits: Health Insurance with option for HSA

Key Responsibilities:

Financial Control/Maintenance

- Bookkeeping, monthly financial statements, cash management, accounts receivable and accounts payable, payroll, quarterly taxes, managing checking and investment accounts, reconciliations, bank reconciliation, and daily deposits for the annual budget.
- Recommend loans as dictated by cash flow analysis to the Executive Director and Board.
- Generate monthly financial statements for the Executive Director and staff, and report to the Board on the financial condition of CRT.
- Work with the Education Director in maintaining the education and Outreach Tour budgets and generate support materials for grants and grant reports.
- Work alongside the Production Manager in the maintenance of the Purchase Order System and play production budgets.
- Supervise the annual audit with the auditor.
- Engage and collaborate with team members in all departments to facilitate strategies that support both short and long term financial planning and projection. Provide recommendations to administration team based on financial analysis and projections, cost identification, and risk management.
- Collaborate with Executive Director to create a strong annual budget that meets CRT's mission, vision, and annual goals.
- Serve as liaison to Board of Trustees Finance Committee.
- Work with Executive Director and Board of Trustees to best manage CRT's endowment accounts and other investments.

- Provide reporting and payment on royalties for all productions.

Human Resources Related

- Work with Human Resources Specialist (HRS) to manage and maintain personnel files and legal documents related to employees.
- Work with Human Resources Specialist (HRS) to manage and administer employee benefits.
- Make recommendations to the Human Resources Specialist (HRS) to maintain compliance with federal and state laws in regard to employees.

Risk Management

- Manage insurance programs of the organization and recommend insurance requirements and policies as they relate to patron services, Human Resources, safety programs and facilities.
- Collaborate with Facilities Manager to help ensure financial support and timely implement action of safety and risk related repairs.
- Collaborate with the Executive Director to administer legal matters of the organization, seeking appropriate counsel and resolving such matters at a minimum expense and risk exposure to the organization

Box Office

- Oversee all audits (Daily Box Office, Concessions, Gift Shop, Daily) and manage daily deposits.

Creede Repertory Theatre Team Member:

- Serve as a member of the administrative team, which includes: Executive Director, Artistic Director, Education Director, Production Manager, Human Resources Specialist, Development Coordinator, Communications and Marketing Director and Artistic Associate.
- Attend required meetings, including all Board, staff, and assigned committee meetings.
- Adhere to the Creede Rep Community Values: Respect, Communication, Listening, Courage, Problem Solving, Collaboration, and Equity.
- Engage meaningfully with the community of Creede.

Required Qualifications:

- Bachelor's Degree
- Experience inputting data into and reporting from QuickBooks
- Experience in managing and motivating employees
- High proficiency in Excel

- Ability to maintain confidentiality
- Evidence of trustworthiness in handling money
- Skilled in problem-solving, prioritizing, working independently, adhering to deadlines, and paying attention to detail
- Ability to be self-directed or work collaboratively, as projects require
- Able to manage multiple projects on varying timelines
- Excellent oral and written communication skills with ability to adapt communications towards appropriate audiences
- Knowledge of and experience using office technology (software, Mac computers, printers), including proficiency using Microsoft Office Suite (Word, PowerPoint)

Preferred Qualifications:

- 3 years' experience in non-profit financial management or accounting
- Experience working in sales
- Experience with Customer Management Relationships system
- Degree in Business, Accounting, or Arts Administration
- Experience in running payroll and managing payroll withholdings
- Passion for theatre

How to apply: Please send cover letter, resume, three references, and other materials to Cassie Rhafir, Human Resources Specialist at cassie@creederep.com. Creede Repertory Theatre is an Equal Opportunity Employer. For more information about Creede Repertory Theatre, please visit www.creederep.com.

Application deadline is March 16, 2018. Applications will be reviewed as received.