

## **Claremont Community School of Music**

### **Business Manager Job Description**

**For over 50 years, the Claremont Community School of Music has been synonymous with quality and commitment. Our dedicated and talented faculty provide musical instruction of the highest caliber to students from diverse backgrounds and at all levels of musical development.**

**The mission of Claremont Community School of Music is to enrich the lives of individuals and the community through music; to provide outstanding instruction for amateur and aspiring professional musicians of all ages; to reach out to the community through diverse programs and public performances; to promote and nurture a lifelong passion for music; and most importantly to make music education available to all ...one note at a time.**

### **IDEAL CANDIDATE**

We are looking for insightful, strategic and tactical financial expertise to assist a growing school of music. The ideal candidate would be able to balance his/her knowledge with being a committed team player. This position will join a team of authentic and talented team players who are able to listen, ask relevant questions, and create wins for all parties. Each hand-selected team member understands how to get out of their own way and is committed to personal growth and continuous improvement. Free of ego and drama, this Business Manager will be interested in hands-on performance.

- Transparency in character and truth in numbers
- Curiosity to dig below the surface to authentically understand the story behind the numbers
- Seeking to understand the numbers rather than just prepare them
- Introspective about the numbers and about self, understanding that our mindset can reflect in our interpretation and therefore our recommendations
- Impeccable integrity that honors confidentiality
- Leads with discernment
- Genuine concern for the school's well being
- Hands on interest to compile the financial information, to gain an intimate understanding of what the performance is communicating

### **POSITION**

**Reporting to the Executive Director (ED), the Business Manager will be responsible to assist and manage (including, but not limited to) accounting, student registrations, financial operations and cash management for the Claremont Community School of Music. She/he will initially develop deep knowledge of programs and operations. Part-time position with compensation based on experience and qualifications.**

### **Requirements:**

- Accounting experience
- Accounts Payable and Accounts Receivable
- Budgeting
- Advanced computer skills in Excel, Word, QuickBooks
- Knowledge of payroll and payroll processing programs, HR experience preferred but not necessary
- 10 key capabilities
- Strong written and verbal communication skills

## RESPONSIBILITIES

### *Daily Tasks:*

- Run MMS daily receipt report
- Reconcile receipts with daily work provided by Registrars
- Deposit checks via remote deposit online
- Run Stripe report and reconcile with MMS daily reports
- Create and post journal entries for MMS and Stripe
- Process customer account adjustments, including drops & refunds (purple sheets)
- Maintain confidentiality in all matters
- Accepts and executes other duties as assigned by supervisor

### *Weekly Tasks:*

- Take cash to bank (more often if amount is considerable)
- Process vendor checks for payment
- Monitor overdue customer accounts/Record bad debt
- Accepts and executes other duties as assigned by supervisor

### *Monthly Tasks:*

- Process payroll and contractor payments
  - Payroll is twice a month for employees (31<sup>st</sup> – 15<sup>th</sup> (2x) monthly)
  - Pull time sheets from Google Drive and review
  - Review payroll through SDP
  - Determine cash requirements before processing
  - Review processed payroll with Board Treasurer
  - Book payroll journal entries onto QB
  
- Financial Statements (2<sup>nd</sup> week of month – 5 days)
  - Reconcile balance sheet accounts (cash, a/r, a/p)
  - Verify income/expenses booked appropriately/reasonable
  - Determine tuition accruals for the month/year
  - Produce income statement, balance sheet, cash flow and special reporting as required by board and ED.
  
- Reserve & Restricted accounts
  - Monitor, update and report cash in reserve & restricted bank accounts.
  
- Maintain and monitor budget
  
- Accepts and executes other duties as assigned by supervisor

### *Yearly/On-going Tasks:*

- Coordinate & oversee yearly financial audit/taxes
- Verify payroll data before SDP issue W-2s and 1099s at year-end
- Maintain QuickBooks database files: customers, vendors, items & class
- Grant invoicing & assist with supplying grant financial information
- Consult with and assist, as needed, Executive Director and Business and Development Assistant
- Participation and supports in fund raising activities
- Accepts and executes other duties as assigned by supervisor