

## **Orchestra Finance and Administration Associate**

Qualifications: Excellent communication skills, attention to detail, able to prioritize tasks and meet deadlines, self-motivated and well organized, flexible to accommodate changing priorities, and able to multi-task and work in a busy office environment. Must have the ability to work some nights and weekends as needed. Basic bookkeeping and/or accounting experience required. Interest in the performing arts and/or non-profit business preferred. Bachelor's degree or equivalent required.

### **Accounting**

- Input vendor invoices and process biweekly check payment
- Process and track executive expenses
- Process cash receipts and make bank deposits
- Input credit card transactions and reconcile monthly credit card statements
- Reconcile month end Bank Statements and perform monthly journal entries
- Process biweekly payroll and post payroll journal entries
- Maintain employee vacation, personal and sick time worksheet
- Assist in annual audit and tax compliance and filing
- Obtain certificates of insurance as requested by vendors and funders
- Process and track executive expenses
- Enter new employees (staff and musician) into payroll database
- Assist in maintaining personnel files
- Maintain contract files (paper/electronic)
- Assist with other tasks as needed

### **Office Administration**

- Manage conference room bookings and overall organizational calendar
- Order equipment and office supplies and track inventory
- Track administrative expense budget and process all administrative department invoice requests
- Maintain administrative files in accordance with office procedures
- Maintain, update and monitor organizational website content using WordPress
- Open and process all mail daily and maintain check log
- Book domestic and international travel for administrative staff as needed
- Provide office orientations to all new staff and interns and arrange equipment/software training as needed
- Serve as first point of contact for general office phone and executive line. Provide excellent customer service and assist subscribers using Patron Manager software
- Liaise with building facilities management regarding maintenance and additional space rentals
- Liaise with IT service providers, manage service requests, and forward IT provider maintenance/upgrade recommendations
- Maintain office equipment including copiers, fax, and postage equipment including contact with vendors regarding service requests
- Continually assess office procedures and make recommendations for improved efficiency
- Other tasks as assigned

Orpheus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race,

color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

Salary is competitive and commensurate with experience.

Please submit a resume, cover letter, and salary requirements to [info@orpheusnyc.org](mailto:info@orpheusnyc.org) with Orchestra Finance and Administration Associate in the subject line.

No phone calls please.