



<b>Job title</b>	<i>Business Manager</i>
<b>Reports to</b>	<i>General Director &amp; CEO</i>
<b>Direct Reports</b>	<i>Relationship Manager for Finance, Benefits, and IT Providers</i>

## Summary

Austin Opera is seeking a Business Manager to ensure optimal efficiency in company operations pertaining to finance, information technology, and human resources.

The Business Manager will serve as the point person for Austin Opera's finance consultants (Radar Nonprofit Solutions), benefits consultants, and IT providers, overseeing the effective delivery of services and ongoing operations. They will work with the company's senior team to develop budgets and forecasts, and they will support the General Director & CEO in the analysis of the company's performance against financial benchmarks and other goals.

Austin Opera is a highly collaborative opera company that has built a national reputation for innovation. This position is a great opportunity for someone with a keen attention to detail, a flexible mindset that enables them to problem solve and adjust quickly, and familiarity with nonprofit finance. Experience in non-profit operations is a plus.

## Duties and responsibilities include, but are not limited to:

### Business Operations

- **Finance:**
  - Serve as the point of contact for the company's finance consultants (Radar)
  - Work with Radar to monitor financial activity, providing reports to the General Director & CEO and the Finance Committee detailing fiscal year-to-date activity, fiscal year-end operating fund projections, 12-month cash flow projections, and Endowment Fund activity

- Work with the company's consultants and attorneys to create and review contracts
- Work with the General Director & CEO and department heads to create and monitor annual budgets
- Serve as an onsite liaison in the preparation of the company's annual audit and IRS 990 returns
- Serve as the onsite liaison to the company's banking partners, depositing checks and processing related mail
- Work with the development department to provide accurate financial reporting for government funding contracts and other major grants.
- **HR & Benefits Administration**
  - Work with Radar to ensure payroll and benefits administration
  - Work with the General Director & CEO and benefits consultants to make annual benefit determinations (medical, retirement, PTO, etc.) and ensure their tracking and delivery to personnel
  - Coordinate annual review of insurance and risk management policies
  - Ensure effective onboarding and offboarding of personnel
  - Compile and complete annual data pertaining to Finance and HR for various funders and membership organizations
- **Information Technology**
  - Serve as the company liaison to the company's IT providers, overseeing capital purchases and managing technical support requests

## **General**

- Serve as a key member of the Austin Opera team responsible for executing the strategic plan
- Work collaboratively with other departments to fulfill Austin Opera's mission and vision, supporting other departments when needed
- Attend Board of Trustee and Committee meetings
- Attend and assist at Austin Opera performances and events

## **This position is a good opportunity for someone who:**

- Has 3+ years of finance/accounting experience
- Has interest and/or experience in nonprofit operations
- Is fluent in Microsoft Office applications, especially Excel
- Possesses a keen attention to detail
- Enjoys working in a fast-paced, collaborative environment

Residing in the Austin area is a requirement of this job, as is availability for evening and weekend events. Because of the unique inherent risk of spreading contagions through operatic singing, Austin Opera maintains a Covid-19 testing/vaccination policy for all personnel.

Austin Opera is an equal opportunity employer.

***To apply, please send a resume and cover letter [careers@austinopera.org](mailto:careers@austinopera.org).***