

Minnesota Dance Theatre & the Dance Institute Business Manager

The Business Manager is responsible for financial and business management of the Minnesota Dance Theatre & the Dance Institute, and for coordination of administrative operations.

The Business Manager reports to the Executive Director; staffs the Finance Committee of the Board of Directors; and works closely with the Artistic Director, the Director of the Dance Institute, the Director of Development, and the Marketing Director.

Responsibilities

Monitor and control budgeted expenditures; prepare payroll and payroll taxes; oversee audit; manage health insurance program; reconcile bank accounts and work with bankers; invoice accounts receivable and make collection calls; manage tuition revenue and financial aid; manage accounts payable; coordinate immigration issues; manage box office ticketing, revenue and reconciliation; maintain rental agreements; prepare spreadsheets and reports for Executive Director and Finance Committee; negotiate and manage contracts, permits and licenses; supervise physical spaces, coordinate with building manager and security personnel, and manage keys and security cards; assist with travel planning; liaise with professional unions; coordinate acquisition, maintenance and repair of office equipment; provide effective telephone and computer services; supervise and monitor office supplies; negotiate and coordinate parking; plan and maintain efficient, professional and attractive administrative spaces; interface with volunteers and parents; perform other duties as assigned.

Education/Experience

Associates degree or better in bookkeeping, financial management and control; three years related experience financial and office management; experience with the performing arts.

Specific Knowledge and Skills

Bookkeeping, financial management and fiscal planning; not-for-profit and accrual accounting; QuickBooks, Word and Excel; good writing and mathematical skills; good planning and organizational skills; knowledge of database management; ability to communicate skillfully with parents, students, artists, clients, vendors, etc.; a professional appearance and manner; a sense of humor.

Application Procedure

Applications will be accepted until the position is filled. Candidates should provide a resume and cover letter describing their interest in and qualifications for the position. All materials will be treated as confidential and should be submitted via email to: mcgovern@mndance.org