

The Actors Conservatory

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Position Posting
Business Manager

Position: Part-time Business Manager

FSLA Status: Non-exempt, Part-time

Hours: 20 hours/week

Date of Posting: July 12, 2023

Portland, Oregon

Website: www.pac.edu

ABOUT US

Founded in 1985, The Actors Conservatory provides world-class professional training to actors of all ages and backgrounds. Its instructors are some of the best performing arts educators in the region who are uniquely qualified to prepare and train students for professional careers in theatre and film. The Conservatory Certificate Program is a comprehensive, accredited two-year course of study that trains professional-quality actors for stage and screen, and it is the heart of the programming. The Actors Conservatory is the only stand-alone acting conservatory in the Pacific Northwest accredited by the National Association of Schools of Theatre.

ABOUT THE JOB

The Actors Conservatory is looking for a part-time business manager with bookkeeping experience and excellent attention to detail to support the operations of the school.

Responsibilities include:

- Maintaining the monthly general ledger.
- Preparing and entering journal entries and other accounting transactions.
- Maintaining overall accuracy and integrity of the general ledger.
- Generating and sending invoices to customers.
- Recording and paying vendor invoices.
- Submitting monthly payroll.
- Submitting employee's 403b contributions.
- Reconciling bank and credit card accounts.
- Coordinating year-end financial audit.
- Submitting audit requirements to the Department of Education.
- Submitting annual state license renewal.
- Completing annual reports for school accreditor.
- Tracking Federal Financial Aid to students and disbursing funds.
- Entering annual budget into QuickBooks Online.
- Preparing and interpreting monthly financial reports for the board of directors.
- Other duties as assigned.

PREFERRED QUALIFICATIONS

- 3-5 years of business management experience; non-profit experience a plus.
- Demonstrated ability to take ownership of processes and responsibilities.
- Strong attention to detail and accuracy with the ability to complete tasks with minimal supervision.
- Experience and proficiency with computer applications, including QuickBooks Online. Comfortable with learning new computer applications and web-based applications.
- Problem solving and analytical skills, with the ability to take direction, learn quickly and provide results.
- The ability to set priorities and be flexible to last-minute changes.
- Skill and motivation to work independently.

COMPENSATION AND BENEFITS

\$30,000/year. Benefits include 9 paid holidays.

HOW TO APPLY

Interested and qualified applicants are encouraged to submit a resume and cover letter describing why this position is of interest and the professional experience that has prepared them to be successful.

All applications and/or inquiries should be sent via email only and addressed to:

Jobs@pac.edu

The Actors Conservatory is an equal opportunity, at-will employer, dedicated to the goal of creating a diverse and inclusive working environment. All applications will receive consideration without regard to age, race, color, religion, gender, gender expression, national origin, disability status, protected veteran status, marital status, sexual orientation or any other characteristic protect by law.