

# **Business Office Director**

## **Position Summary**

B Street Theatre/The Sofia is seeking a highly organized, collaborative, and solutions-oriented Business Office Director to oversee the organization's financial operations, human resources administration, compliance functions, and business office systems. This position plays a critical leadership role in supporting the long-term financial sustainability and operational effectiveness of the organization.

The Business Office Director works closely with the Executive Leadership Team and department managers to ensure accurate financial reporting, strong internal controls, effective cash flow management, and a positive employee experience across the organization. The ideal candidate is detail-oriented, proactive, adaptable, and comfortable working in a fast-paced nonprofit performing arts environment.

This is an exempt, full-time position. On-site work is required. This role manages up to two employees and a volunteer.

## **Primary Responsibilities**

### **Financial Management & Accounting**

- Oversee day-to-day accounting operations including accounts payable, accounts receivable, bank and credit card reconciliations, reimbursement requests, general ledger activity, and cash flow monitoring.
- Manage vendor relationships and oversee timely payment processing.
- Maintain accurate financial records in QuickBooks and related financial systems.
- Prepare financial reports, cash flow projections, and budget tracking reports for leadership.
- Prepare financial reporting and supporting documentation for grants and institutional funders.
- Collaborate with Development and Operations teams to reconcile fundraising activity and ensure accurate reporting.
- Support annual budgeting, forecasting, and financial planning processes.
- Coordinate annual audit preparation and tax reporting, including Form 990 support and required financial schedules.
- Maintain internal financial controls and ensure compliance with GAAP and nonprofit accounting standards.

### **Payroll & Benefits Administration**

- Process weekly payroll for a diverse workforce including full-time staff, part-time employees, artists, teaching artists, and contractors.
- Review and audit employee timesheets for accuracy and compliance.
- Track and manage independent contractor agreements and associated payments.
- Administer employee benefits including insurance eligibility, open enrollment, and employee communications.
- Coordinate payroll reporting and required annual filings including W-2s, 1099s, and IRS reporting requirements.
- Maintain payroll records and coordinate with external payroll providers as needed.

## **Human Resources & Employee Support**

- Coordinate recruitment efforts including job postings, applicant tracking, interview coordination, and onboarding logistics.
- Facilitate onboarding and rehire processes including employment paperwork, I-9 verification, policy review, and employee records management.
- Maintain personnel files and HR documentation in compliance with state and federal regulations.
- Coordinate required employee training and certifications including harassment prevention, mandated reporter training, workplace violence prevention, and background checks.
- Support managers and employees with HR-related questions, compliance requirements, incident reporting, and personnel procedures.

## **Compliance, Facilities & Operations Support**

- Oversee annual business compliance reporting and operational certifications including OSHA reporting, labor law postings, alarm permits, labor law postings, and energy benchmarking.
- Coordinate required inspections and certifications for building systems and safety equipment. including elevators, wheelchair lifts, fire extinguishers, sprinkler systems, AEDs, and backflow prevention systems.
- Maintain organizational records related to workplace safety and emergency preparedness.

## **Qualifications**

- 5+ years of progressively responsible experience in finance and accounting (including financial reporting), preferably in the nonprofit sector, is required.
- Experience with HR administration, employee onboarding, and benefits management preferred.
- Strong knowledge of nonprofit accounting principles, budgeting, payroll, and financial reporting.
- Proficiency with QuickBooks Desktop and Microsoft Office Suite strongly preferred.

- Excellent organizational skills with exceptional attention to detail and follow-through.
- Strong interpersonal and communication skills with the ability to work collaboratively across departments.
- Ability to manage multiple priorities and deadlines in a dynamic environment.
- Experience in arts, entertainment, or performing arts organizations preferred.

## **Preferred Characteristics**

- Collaborative and service-oriented approach to leadership.
- High level of discretion and professionalism when handling confidential information.
- Strong problem-solving skills and ability to improve systems and processes.
- Commitment to supporting a mission-driven arts organization and fostering a positive workplace culture.

## **Compensation & Benefits**

- Expected salary range \$1,360-1,500 per week.
- Health reimbursement benefits.
- Access to dental, vision, chiropractic, and acupuncture benefits after 90 days.
- Paid vacation and holidays.
- Complimentary tickets to B Street Theatre productions and events.
- Access to The Sofia's organizational therapist for mental health care at no-cost to employee.
- Supportive and collaborative work environment rooted in creativity, connection, and community.

## **Reporting Structure**

The Business Office Director dual reports to the Executive Artistic Director & CEO and the Associate Executive Director and works closely with senior leadership, department heads, external accounting partners, and the Board of Directors.

Candidates must demonstrate strong attention to detail and a commitment to quality. To apply, please send a resume and cover letter to [lbaidoo@bstreettheatre.org](mailto:lbaidoo@bstreettheatre.org).