



The **Business Operations Manager** is an integral role at *Glorify Performing Arts*, responsible for our company's financial operations, human resources and business strategies. Working under the Executive Director and alongside the Marketing Director and Director of Community Engagement our Business Operations Manager should be, organized, methodical, and able to think outside the box. Most importantly the Business Operations Manager should feel confident they can uphold GPA's Foundational Four (Mission Statement, Vision Statement, Core Values, Business Philosophy).

---

### **Business Operations Manager Responsibilities**

#### **Financial**

- Compare and report on budget vs. actual income/expenditure
- Maintain general ledger activity i.e. bank reconciliation statements, cash flow statements, books and financial records, company Balance Sheet and P&L statement
- Design and implement business strategies and financial plans
- Oversee petty cash and credit card activity
- Coordinate the preparation of the annual audit and Form 990 tax returns in conjunction with an independent CPA firm
- Prepare monthly financial reports; send quarterly reports to the board of directors, and revise financial reports as needed for grant proposals
- Create excellent internal controls and financial procedures ensuring legal and regulatory compliance with GAAP
- Meet as needed with the executive Director, Marketing Manager, Director of Community Engagement and Artistic Director to create an annual operating budget

#### **Human Resources**

- Manage employee benefits
- Maintain employee records and personnel reports
- Process weekly payroll
- Oversee performance evaluation process
- Manage daily administration and operations

**Qualifications**

- Bachelor's degree or five years of work experience
- Strong attention to detail
- Proficiency in microsoft word and excel
- Strong/good communication skills
- Ability to work well under tight deadlines
- Share GPA's Vision, believe in our Mission Statement, uphold our Core Values and follow our Business Philosophy
- Strong background knowledge in non-profit business operations

**Compensation:**

During our Promo Year the Business Operations Manager will be a volunteer position, receiving a thank you gift of four comp tickets to our main stage production. Upon the launch of GPA into Phase One, the position transitions into a part-time paid employee with \$13,500 annual compensation.