



## **Job Posting**

**TITLE:** Finance Officer (Part-Time)

**AVAILABLE:** February 1, 2012

**POSITION ANNOUNCEMENT:** Madison Opera, now in its 51<sup>st</sup> season, seeks a highly organized individual to manage all aspects of its financial operations.

### **PRIMARY DUTIES:**

- Manage all aspects of annual operating finances, plus oversight of Madison Opera Foundation endowment, including general accounting: A/P & A/R, payroll, credit line, cash flow and long-range financial planning.
- Collaborate with General Director in creating and maintaining multi-layer budget and related financial reports.
- Prepare documentation of organization's financials for annual audit.
- Manage human resources needs of organization, including, but not limited to, health insurance, unemployment, pension plan, and disability insurance.
- Manage all issues concerning organization's insurance coverage.
- Maintain all business compliance and registration with federal, state, and local government laws and regulations.
- Collaborative help with general office and event management, including, but not limited to, opera performances and fundraisers.

### **QUALIFICATIONS:**

Minimum of bachelor's degree in finance (or equivalent experience) required; prior work experience for a non-profit organization preferred. Must have experience with Quickbooks and a high degree of computer literacy. A strong attention to detail and outstanding customer service skills are essential, as is the ability to undertake independent projects. Must be able to prioritize many different tasks in a fast-paced environment and work under pressure with frequent interruptions. Must be available to work occasional weekend and evening hours.

**SALARY AND BENEFITS:** Part-time, salaried position, exempt. Hours can be flexible, based on mutual agreement; key production and financial periods require additional hours as necessary. Competitive salary commensurate with experience, health insurance plan, long-term disability, and retirement plan.

**TO APPLY:** Send cover letter and resume by January 20 to [info@madisonopera.org](mailto:info@madisonopera.org) or Madison Opera, 3414 Monroe St, Madison, WI 53711. No phone calls, please.