

**Tamara C. Williams**  
*Executive Director*

**Roberta Gasbarre**  
*Artistic Director*

WASHINGTON  
**REVELS**  
Community. Tradition. Celebration!

**Elizabeth Anne Fulford**  
*Music Director*

**Andrea Jones Blackford**  
*Associate Artistic Director*

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## BUSINESS MANAGER JOB DESCRIPTION

Washington Revels' Mission: Washington Revels uses performance, education, and community engagement to revive, sustain, expand, and celebrate cultural traditions — in music, dance, storytelling, and drama — that bind people together in spirit and joy. We strive to illustrate the world's common humanity, connecting all people in a community that stretches across ethnic, cultural, and religious divisions, and through time.

Under the direction of the Executive Director and in concert with the Board Treasurer, Washington Revels seeks an experienced, efficient, and highly organized Business Manager. The individual in this role will be responsible for the fiscal administration, basic bookkeeping and accounting tasks, payroll, and administrative operations of Washington Revels. The ideal candidate is detail-oriented, self-motivated, and has some experience in non-profit operations and fiscal management with an arts organization.

Washington Revels welcomes all applicants, and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national or ethnic origin or identity, genetic information, political or religious opinion or affiliation, family responsibilities, or any other characteristic protected by law.

### COMPETENCIES:

- Some knowledge of bookkeeping/accounting practices
- Time management
- Strong communication skills
- Problem-solving / analysis
- Ability to manage multiple projects simultaneously
- Office administration

### FUNCTIONS:

- 1) Accounting & Financial Management: Implement and enforce established financial protocols and controls
  - Coordinates with development staff in the tracking and monitoring of gifts, donations, foundation receipts, and other revenue streams
  - Provide monthly budget reports to the Executive Director
  - Provide monthly financial reports for the bookkeeper, Finance Committee and Board
  - Pull financial statements and be primary contact for the external bookkeeper
  - Work with the bookkeeper to ensure the organization is audit ready; provide information for the audit process
- 2) Fiscal Operations: Manage, track, and ensure all accounts payable and accounts receivables are paid and collected in a timely manner
  - Enter deposits into Quickbooks
  - Ensure accuracy of the general ledger
  - Submit bi-weekly payroll
  - Ensure that monthly organizational bills are paid on time
  - Monthly credit card statement entry



3) Fiscal Management of Grants & Contracts: Ensure invoicing for all Revels' contracts are created and paid by outside vendors.

- Monitor contract spending
- Ensure that all registrations required by state and federal agencies are submitted and/or renewed on time

4) Administrative Operations: Supervise administrative interns/volunteers. Delegate and prioritize tasks as necessary

- Oversee facilities management and maintenance
- Manage vendor relations and maintaining online accounts; act as primary contact with building management and vendors
- Maintain and renew organizational insurance policies
- Manage employee on-boarding, time and attendance system, and benefits
- Track inventory and manage merchandise sales for Christmas Revels, including working with sales volunteers and settling accounts at the night's end

**PREFERRED EXPERIENCE:**

- Some experience working in an arts nonprofit
- 1-2 years experience working within community-based non-profit organizations that includes some finance and office management
- Strong skills and knowledge in: communication, writing, time management, problem-solving, IT/technology, online systems
- Familiarity with QuickBooks, Excel, Google, Apple technology, and payroll systems
- Must be detail-oriented, self-directed and prepared to work in a challenging, changing environment

**WORK TECHNOLOGY:**

This position operates in a professional office environment with an all-MAC IT system, Dropbox cloud storage, Google suite, QuickBooks Online, an integrated ticketing and CRM platform.

**WORKPLACE and HOURS:**

This is a full-time position. Normal work hours include a standard 40-hour work week, with additional evening and weekend hours as needed. The Revels office is located at Glen Echo Park, with the flexibility to work off-site as needed,

**COMPENSATION and BENEFITS:**

Salary is \$50,000-\$58,000 based on experience; paid vacation, sick leave, holidays and personal days: and employer contributions toward one or more traditionally deductible benefits, at the employee's discretion (e.g. health insurance, Section 403(b) plan, etc.).

**TO APPLY:**

Submit your resume and cover letter to [jobs@revelsdc.org](mailto:jobs@revelsdc.org) or mail to P.O. Box 665, Glen Echo, MD 20812.