

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

**Colin K. Bills**  
*Producing Director*



**Roberta Gasbarre**  
*Artistic Director*

**Elizabeth Anne Fulford**  
*Music Director*

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

## BUSINESS MANAGER JOB DESCRIPTION

Washington Revels' Mission: To Create Community through Celebration! 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 accounting, budgeting, fiscal administration, payroll, and administrative operations of Washington Revels. The ideal candidate is detail-oriented, self-motivated, and has significant experience in non-profit operations and fiscal management.

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:

- Knowledge of accounting/bookkeeping practices
- Audit coordination
- Time management
- Strong communication skills
- Problem-solving / analysis
- Ability to manage multiple projects simultaneously

### FUNCTIONS:

- 1) *Accounting & Financial Management: Implement and enforce established financial protocols and controls*
  - Track deposits and coordinates with development staff in the tracking and monitoring of gifts, donations, foundation receipts, and other revenue streams
  - Provide and analyze monthly budget reports to the Executive Director and Development Coordinator
  - Provide and analyze monthly financial reports for the Finance Committee and Board
  - Work with the Executive Director on development of organizational budgets
  - Work to ensure the organization is audit ready; maintain all audit files and documentation; 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*
  - Process and enter deposits into Quickbooks
  - Ensure accuracy of the general ledger
  - Submit and manage bi-weekly payroll
  - Process all organizational purchasing and bill paying

- Monthly credit card statement entry
- Manage Christmas Revels box office

3) *Fiscal Management of Grants & Contracts:* Ensure monthly invoicing for all Revels' contracts.

- Monitor contract spending, including ensuring continuity of contract budgets with organizational budgets
- All fiscal forms/budget forms and registrations required by state agencies

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
- Manage and maintain Revels' email and Google accounts
- Manage merchandise sales for Christmas Revels, including purchasing and pricing inventory, supervising sales volunteers, and settling accounts at the night's end.

**PREFERRED EXPERIENCE:**

- Prior experience working in an arts nonprofit
- Strong commitment to Washington Revels' mission and vision
- BA/BS or equivalent work experience of at least 4 years within community-based non-profit organizations that includes finance and office management
- Strong skills and knowledge required in: accounting/bookkeeping, audit preparation, communication, writing, time management, problem-solving, IT/technology, online systems, and contract management
- Familiarity with QuickBooks, Excel, Google, Apple technology, Paychex or payroll systems
- Must be detail-oriented, self-directed and prepared to work in a challenging, changing environment where multiple priorities must be managed.

**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 (Salesforce-based) 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 the work itself allows.

**COMPENSATION and BENEFITS:**

Salary is \$50,000-\$60,000 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, life insurance, disability insurance, IRA, Section 403(b) plan, etc.).

**TO APPLY:**

Submit letter of intent, CV, and optional video submission to [twilliams@revelsdc.org](mailto:twilliams@revelsdc.org) or P.O. Box 665, Glen Echo, MD 20812.