

ST. PETERSBURG OPERA COMPANY  
JOB DESCRIPTION – BUSINESS MANAGER

SCOPE AND CORE ACCOUNTABILITIES

The ideal candidate will be an energetic professional who enjoys creating solutions to operational challenges, finding efficiencies in processes, and who is detail-oriented. The Business Manager is responsible for tracking the finances and day-to-day operations of the company. The Business Manager will report to the Executive Director. This position is a vital member of the SPO team. The Business Manager is responsible for accounting, finance, internal controls, operations and facilities. S/he works closely with the Executive Director to develop short- and long-term financial plans, budgets, and forecasts.

- Develop, control, and monitor accounting procedures to support all financial preparation, reporting, and transactions including budgets, payroll, receipts, disbursements, and reconciliations – for both operations and capital projects.
- Monitor income and expenditures against budget projections throughout the year, updating projections when needed and proactively address initiatives that are off-track, over-budget, or behind schedule.
- Support the preparation of financial materials required to complete grant applications and reports.
- Maintain and safeguard financial, insurance, and benefits relationships and records.
- Manage annual charitable giving requirements and ensure legal compliance.
  
- Contribute to creating a positive, creative, and efficient workplace for artists and staff.
- Oversee facility maintenance and repairs, as well as IT management in support of all staff functions in conjunction with third-party service providers.
- Oversee venue requirements and contracts, including rentals, for non-production events.
- Oversee and maintain general supply inventories.
- Maintain strong relationships with insurance brokers to ensure proper levels of insurance coverage for the company and affordability.
- Annually research group health insurance options for SPO.
- Additional duties, responsibilities, and projects as assigned.

QUALIFICATIONS & SKILLS

- Minimum of 5 years non-profit financial and admin management experience, preferably in the performing arts.
- Bachelor's degree required in accounting, business/arts admin, or equivalent. CPA not required.
- Strong interpersonal and organizational skills including the ability to meet deadlines and anticipate needs.
- Excellent computer skills in Microsoft Office and QuickBooks for non-profits
- Demonstrated ability in managing budgets and fiduciary responsibility
- Excellent attention to detail and accuracy.
- Ability to successfully juggle multiple priorities and self-direct.
- Appreciation for the arts and a commitment to the mission of St. Petersburg Opera

Hours per week: 30 – 40  
Compensation: \$22.50/hour

To apply email cover letter and resume to Mark Sforzini, Executive Director at [sforzini@stpeteopera.org](mailto:sforzini@stpeteopera.org)