



GINA GIBNEY DANCE, INC.

BOOKKEEPER/BUSINESS MANAGER

JOB DESCRIPTION - APRIL 2019

The mission of Gibney is to tap into the vast potential of movement, creativity and performance to effect social change and personal transformation. Gibney's vision is to deploy resources and bring together disparate communities to ignite a cultural renaissance that has ripple effects far beyond the studio and stage. Gibney values:

- Respect – we are inclusive, courteous, and thoughtful
- Advocacy – we are supportive, principled, and catalytic
- Responsibility – we are collaborative, responsive, and empowering
- Action – we are resourceful, proactive, and entrepreneurial

These values are intrinsic to Gibney and guide how we work together and interact with our core audiences.

Summary Statement: The Business Manager works to advance Gibney Dance as part of a coordinated Finance Team consisting of the Finance Consultant and part-time Finance Associates/Assistant. The Business Manager reports to the CEO & Artistic Director, in conjunction with the Finance Consultant.

RESPONSIBILITIES

OVERVIEW

The Business Manager is an integral part of the Gibney Finance team, working with the CEO and Finance Consultant to manage the overall financial performance of the organization. The Business Manager is responsible for the comprehensive administration of the finance and data records (including the accounting system), reconciling financial activities, and ensuring that management has the data they need to effectively run the organization.

The Business Manager manages and maintains financial data and documents from all internal and external sources (staff, vendors, funders, etc.); enters and maintains data in the accounting system; performs bank reconciliations and produces financial reports for review and refinement by the Finance Consultant. The Business Manager has expert knowledge of all aspects of Gibney's financial software/data systems and ensures that data is accurate, complete and well maintained.



ACCOUNTS PAYABLE

- Collect and manage all invoices
- Liaise with vendors
- Enter bills using financial software, coding by account and class
- Assure that the CEO receives and signs off on all expenses
- Manage credit card accounts: monitor spending, transfer funds, forward monthly reports to users for coding
- Manage debit and credit card accounts
- Administer bi-weekly payments to Gibney teachers
- Pay bills, cut checks, facilitate signing and disbursement
- Oversee purchase orders; enter and track in financial software
- Assist in generating budget reports for programs and departments
- Communicate with programs and departments regarding bookkeeping issues

ACCOUNTS RECEIVABLE

- Enter admissions and donation income from database and match to chart of accounts

PAYROLL

- Maintain payroll calendar and send email reminders to staff
- Set up new employees in financial software and payroll system
- Track payroll changes, additions, deductions, error corrections, and reimbursements
- Prepare payroll drafts and obtain admin approval
- At calendar year's end, run reports to begin gathering information for correct filing of 1099's and W2's
- Create, print and mail 1099's
- Maintain file of Quarterly Tax Reports

HUMAN RESOURCES – BENEFITS & INSURANCE MANAGEMENT

- Administer Transit Chek program
- Maintain health insurance and Transit Chek deductions in payroll
- Create Worker's Compensation/Disability Reports for annual audits
- Manage all Worker's Compensation claims
- Oversee Insurance administration
- Liaise with insurance brokers and insurance companies
- Create and submit monthly summary of covered artists and renters under insurance policy
- Request Certificates of Insurance for liability insurance

BANK RECONCILIATION & CASH MANAGEMENT

- Reconcile statements
- Monitor cash flow and transfers in bank accounts



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YEAR END AUDIT

- Prepare schedules and materials for the annual audit
- Review detailed reports to identify misclassifications
- Assist with the onsite audit
- Record adjusting journal entries to close out the fiscal year

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.

QUALIFICATIONS

The model Business Manager candidate will possess the following experience and qualifications:

- Minimum of a BA or BS Degree
- 3-5 years of relevant professional experience
- Experience working in Quickbooks or similar financial software
- The ability to execute strategic direction and engage and activate all constituencies
- A proven track record as a reliable and responsible employee
- Technology inclined with an interest in learning and advancing



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APPLICATION INSTRUCTIONS

Deadline for submissions is April 30th, 2019, however prompt submission is strongly encouraged. To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to position@gibneydance.org. Include "Business Manager" as the email's subject line. Submissions must include:

- A brief cover letter including the following information: your interest in the position and the organization, evidence of the required experience (as outlined in the job description under "Qualifications and Experience"), the date you are available to start, salary requirement, and contact information for three professional references.
- A résumé outlining your educational and professional experience

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please.

Prospective applicants are strongly encouraged to review the complete job description on our website at www.gibneydance.org/about/jobs/ before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.

GIBNEY IS AN EQUAL OPPORTUNITY EMPLOYER.