

**TITLE: Business Manager**

Reports To: Executive Director	Classification: Regular Part Time
FLSA Status: Exempt	Location: Smirkus HQ in Greensboro, VT
Department: Administration	
Last Updated: March 6 2018	Signature:

**JOB SUMMARY:** (What is done and why.)

The Business Manager oversees several of Circus Smirkus’s administrative and financial functions including finance, accounting, concessions, and some facilities management. She/he works closely with Smirkus department heads on the implementation and management of a variety of projects intended to improve the financial efficiency of the organization and to strengthen its infrastructure.

**ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor to prevent other duties from being assigned as necessary.)

Financial Management and Oversight

1. Develop the organization’s budget, forecasts and cash flow projections in collaboration with the Executive Director and program and department heads.
2. Monitor and maintain control of budgets, forecasts, and cash flow.
3. Prepare monthly and annual financial reports and ensure that relevant and accurate financial data is presented to the Executive Director, program and department heads, and the Board of Directors. Work with the Executive Director to coordinate the organization’s relationship with any external financial entities as necessary.
4. As requested, prepare and analyze special financial reports and support and advise the Executive Director in decision making.
5. Establish and ensure compliance with business and financial policies and accounting practices.
6. Support the Executive Director in her role as liaison to the Board’s Financial Committee.

Facilities and Administrative Management

1. Coordinate risk management and legal activities, including review of letters of agreement, contracts, leases, and other legal documents and agreements.
2. Negotiate with vendors and/or consultants; and procure, monitor and manage business services.
3. Plan, manage and oversee the security and on-going cleaning, maintenance and repair of Smirkus facilities, including office equipment and phone systems.

4. Coordinate company-wide concessions efforts. This includes:
  - a. providing direct oversight for purchasing, inventory management, and web sales.
  - b. coordinating with Camp, Tour, and Marketing on product selection.
  - c. coordinating with Camp and Tour on training for sales personnel.

#### Additional Responsibilities

1. As part of Circus Smirkus's senior management team, work with other managers and consultants to analyze existing systems and processes, determine unmet needs, and design and implement improvements.
2. Participate in strategic planning and implementation.
3. Convene and lead project teams to research, plan and implement financial and administrative changes across the organization.
4. Ensure that key systems and processes are documented.
5. Provide supervision and guidance to the Office Manager and other financial and administrative support staff.

#### **KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)**

1. Bachelor's degree in Business, Accounting, Management, or Finance preferred. Advanced degree or CPA license a plus.
2. At least six to eight years of overall professional experience; ideally three-plus years of broad financial and operations management experience.
3. Minimum of five years of Accounting/Finance experience that includes experience of final responsibility for budget development and monitoring, and for the quality and content of all financial data and reporting for an organization or significant program area.
4. Demonstrated success developing and monitoring financial and administrative systems to support operational work and create efficiencies.
5. Understanding of and commitment to arts or nonprofit organizations desirable.
6. Excellent people skills with experience collaborating with a diverse and dynamic team.
7. Flexible and a self-starter. Able to set priorities and multi-task while also being highly detail-oriented.
8. Personal qualities of integrity, credibility and commitment to Circus Smirkus's mission.

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is performed in an office environment. Some work may be performed in areas where there is circus equipment, in a gymnasium or in a circus tent.

External: Work may require limited travel throughout New England as well as within the Greensboro and Craftsbury area.

**PHYSICAL DEMANDS:** (The physical effort generally associated with the position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with an office environment. Infrequently, the work may include lifting, carrying and delivering products and equipment to the programs.

**SUPERVISION:**

Supervision is received from the Executive Director. Direct supervision is provided to the Office Manager.