

**Chattanooga Symphony & Opera**  
**Financial Administrator / Office Manager**

**Position Description:** The Financial Administrator / Office Manager is responsible for providing financial and administrative support to empower the Executive Director to advance organizational initiatives and focus on higher-level leadership activities. Essential responsibilities include Executive Office Management and Bookkeeping.

**Summary**

**Title:** Financial Administrator/Office Manager  
**Reports To:** Executive Director  
**Salary:** \$28/hourly  
**Hours:** Approximately 15-20 hours per week, in-office  
**Status:** Part-time, non-exempt position

**Primary Duties and Responsibilities**

**FINANCIAL ADMINISTRATION**

- Administer and process bi-weekly payroll.
- Create accounting reports as requested by Executive Director, Development Director, or Finance Chair.
- Manage daily accounting tasks such as entering approved invoices and deposits, credit card expenses, cut checks and mail, and consistent file documentation.
- Reconcile monthly bank statements, daily ticketing settlement reports and gifts, respond to annual data requests, and provide financial and payroll data as needed.
- Spearhead, with assistance from the Executive Director, the annual audit prep.
- Manage Quickbooks and keep all finances up to date.

**OFFICE MANAGEMENT**

- Organize office operations and procedures and manage the administrative budget line.
- Act as point person for office management inquiries, supply requests, and liaison for management equipment vendors.
- Schedule and participate in meetings as requested, including preparing materials.
- Manage the overall flow of information and communication from the Executive Director to staff, Board of Directors, and other constituents as appropriate. Communicate directly, and on behalf of the Executive Director, with Board members, employees, donors, patrons, and others as requested.
- Manage and coordinate administrative support to the Executive Director including, but not limited to, drafting correspondence, helping develop presentations, scheduling calendar appointments, maintaining electronic and paper files, preparing for Executive Director's visitors, etc.

**ORGANIZATIONAL SUPPORT**

- Learn about the organization and its programs to be an effective representative and ambassador when interacting with stakeholders.
- Anticipate and proactively suggest ways to enhance efficiency or quality of work.
- Be a solid team player across the organization, assisting others as needed with meetings, events, and special projects. Serve as occasional backup during absences.
- Other duties as assigned by Executive Director.

**The duties listed above are not all inclusive. The person in this position is expected to perform other work-related duties as assigned even though they may not be considered primary duties.**

**Work Requirements and Qualifications**

- In-office work
- Bookkeeping skills in Quickbooks

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- An energetic, friendly, organized, and well-rounded person who enjoys handling a variety of duties.
- An ability to problem-solve and think quickly on one's feet and deal with a variety of different personalities and situations while conducting duties in a positive, professional manner in the best interest of the CSO.
- Hands-on experience with office machines (copiers, postage machine, etc.)
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Computer skills required such as Google Workplace or Microsoft Office Suite. Strong data entry skills required.
- Bachelor's degree preferred.
- A minimum of five years of work experience in a finance, office manager or executive assistant capacity, with bookkeeping experience.
- Approximately 15-20 hours a week, flexible schedule.

**To apply:**

Submit a cover letter and resume to [hire@chattanoogasympphony.org](mailto:hire@chattanoogasympphony.org) with Financial Administrator in subject line. No phone calls, please.

Initial interviews will be held in-person or remotely.

**The Chattanooga Symphony and Opera reserves the right to revise this job description at any time. This job description is not a contract for employment. All employees are expected to adhere to all terms and conditions of the Association's Personnel Policies and Employment Manuals and other Association policies and procedures which may be promulgated and published from time to time. The CSO is an equal opportunity employer and encourages women, minorities, and persons with disabilities to apply.**