February 2022

Title: Finance Manager

Classification: Independent Contractor (1099) or Part-time Employee (W-2)

Reports to: Managing Director (MD)

Salary range: $45-$75/hour (dependant upon employee status and experience)

Job Summary

The terms of the Finance Manager are as an independent contractor with payment upon receipt of a monthly invoice, or as an employee with payroll processed on a semi-monthly basis (1st and 15th of each month) and is contingent upon timely completion and submission of approved timesheets by your supervisor, reporting to the Managing Director. The Finance Manager will fulfill all of the responsibilities below or will hire and supervise a Bookkeeper to assist with day-to-day functions.

- Process AP/AR/banking
- Interface with OP's Board Treasurer to prepare financial reports for the board
- Handle payroll with our payroll vendor and adding new employees as needed
- Ensure that OP remains in compliance with FASB and other regulatory agencies
- Advise on best practices of financial management for the organization
- Monthly reconciliation between DonorSnap (donor content management) and Quickbooks (finance and accounting system)
- Interface with the auditor to prepare required documents
- Participate in Staff, Board and Finance Committee meetings as needed

It is understood that the average days/hours may shift upward based on the intensity of our season, and downwards during the time when we are outside of those activity cycles, with an aim not to exceed an average of 30 hours/month (for both roles Finance roles combined).

About the Organization

Based in San Francisco, Opera Parallèle (OP) is an award-winning professional, non-profit organization that develops and performs contemporary opera. Established in 2010, OP commissions re-orchestrations of contemporary grand opera to give a sense of intimacy to its productions and to give an afterlife to contemporary works, and commissions new works that tell relevant diverse stories through our Hands-On-Opera program. OP is on a rapid growth trajectory with increased national visibility and a current organizational budget of just over $1M. OP is governed by a 15-member, and growing, Board of Directors.

Equal Opportunity Employer

Opera Parallèle is an equal opportunity employer. People of color, women, persons with disabilities, and persons in the LGBTQ+ community are highly encouraged to apply. Opera Parallèle maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment

will be influenced in any matter by race, color, religion, sex, age, national origin, marital or parental status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical condition (including HIV or AIDS status), perceived physical disability, veteran status, or any other basis prohibited by statute.

To Apply

Send your CV and a one-page cover letter explaining your interest and why you are a great fit for this position to info@operaparallele.org. Be sure to indicate which position you are applying for.