



April 2022

#### Overview

Job Title: Finance Manager

Classification: Independent Contractor (1099)

Compensation: \$50 per hour, for up to 40 hours per month

Location: Hybrid remote/in-person (see below for information about physical requirements)

Expected Start Date: As soon as possible

Reports to: Managing Director

#### The Opportunity

Opera Parallèle (OP) is looking for an experienced professional to manage the organization's day-to-day financial operations. This position is responsible for handling all accounting and banking functions for the organization, and works closely with the Managing Director and the Board Treasurer to generate and track budgets and financial reports both for internal purposes and outside auditors and funders.

#### Who We Are

Based in San Francisco, Opera Parallèle (OP) is an award-winning, female- and artist-led contemporary opera company. Collaboration is in our DNA, as well as a drive to create and keep opera relevant and accessible for our diverse modern world.

Since 2010, Opera Parallèle has become one of the foremost presenters of new opera in the country. A dedication to current issues, 20<sup>th</sup>- and 21<sup>st</sup>-century composers, immersive opera experiences, and hands-on, intergenerational community engagement puts OP at the vanguard of making opera meaningful for today's audiences. OP is on a growth trajectory, with increasing national visibility and a current organizational budget of about \$1 million. OP is governed by a 17-member Board of Directors passionate about innovation in the arts.

OP's core expertise is in staging new opera and creating chamber (slimmed-down) orchestrations of larger operas adaptable to many venues, giving many works an afterlife and accessibility beyond their initial run. OP enjoys close relationships with creators and producing partners working in opera, the performing arts, and visual art, and is often sought by today's top composers to develop the chamber premiere of operas they debuted at top international houses.

OP is committed to being an inclusive work environment through diversity of people, ideas, talents, and experiences. We are committed to providing a culturally safe workplace, and we recognize that this looks different for everyone. We will work with existing staff and new hires to identify and ensure respect for cultural safety needs and develop opportunities for all staff to connect, engage, and thrive. OP is actively working on increasing fluency in equity issues, and is participating in ongoing organization-wide assessment and training in equity, diversity, and inclusion. We welcome open dialogue about how we can continually improve our support for our community in all aspects of our work.

If you haven't already, please visit our [about us page](#) to learn more about who we are, what we do, and the values we embrace.

## Who We're Looking For

This section describes the skills and experience that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've described. If you are excited about this role and our mission, we welcome your application!

- Expertise and experience in financial management, accounting, and bookkeeping
- Non-profit accounting experience strongly preferred, especially in the performing arts industry
- Highly organized professional with a profound attention to detail
- Strong critical thinking and analytical skills
- Excellent communication skills
- High level of proficiency with finance and accounting systems and donor, payroll, and spreadsheet software (OP uses Google Suite—Google Drive, Docs, Sheets, etc.—as well as Paychex, DonorSnap, and QuickBooks, mostly on a Mac platform)
- Respect for diverse backgrounds and voices and a commitment to inclusion, accessibility, and equity
- Sense of humor a plus!

## Key Responsibilities

- Processing accounts payable, accounts receivable, and all banking transactions, including writing checks
- Collaborating with OP's MD and Board Treasurer to prepare financial reports for the Board
- Handling payroll with OP's payroll vendor (Paychex) and adding new employees as needed
- Ensuring that OP remains in compliance with FASB and other regulatory agencies
- Advising on best practices of financial management for the organization
- Reconciling reports from DonorSnap (donor content management) and QuickBooks (finance and accounting system) on a monthly basis
- Interfacing with OP's auditor to prepare required documents
- Participating in staff, board, and Finance Committee meetings, as needed

## Location and Physical Requirements

- This position is primarily remote, but will require occasional visits to OP's administrative offices for meetings.
- OP's administrative offices are located on the fourth floor of 44 Page Street in San Francisco, close to public transportation (BART and MUNI) and accessible by one set of stairs and one elevator.
- This position requires the ability to sit at a computer, speak, and type for extended periods of time.

## Equal Opportunity Employer

*Opera Parallèle is committed to providing equal employment opportunities to all qualified applicants and 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, ethnicity, national origin, religion, gender identity and/or expression, sexual orientation, age, marital or parental status, pregnancy, disability, medical condition (including HIV or AIDS status), genetic information or characteristics (or those of a family member), veteran status, or any other basis prohibited by applicable law.*

*We value a strong, diverse team, and women, trans- and gender-nonconforming folks, queer people, BIPOC (Black, Indigenous, People of Color), and individuals with disabilities are strongly encouraged to apply. We acknowledge this list is incomplete and encourage you to apply if your lived experience informs your desire to support our commitment to telling diverse, relevant stories through contemporary opera.*

### Compensation

This is a part-time independent contractor position. The hourly rate for this position is \$50 per hour. The actual hours/days required per month may shift depending on the intensity of the OP performance season and tax reporting cycles, with a maximum average of 40 hours per month. Payment will be made upon receipt by OP of a completed Form W-9 and a monthly invoice. OP will provide a Form 1099 in due time for tax purposes.

**To Apply:** Send your resume and a one-page cover letter explaining your interest and why you are a great fit for this position to [employment@operaparallele.org](mailto:employment@operaparallele.org), with "Finance Manager" in the subject header. Due to the volume of applicants, only candidates who will be invited to interview will be contacted. Position is open until filled.