



## Business Manager

Los Angeles Children's Chorus  
Pasadena, CA

The Los Angeles Children's Chorus (LACC), one of the nation's premiere youth choirs, is seeking a experienced Business Manager to provide comprehensive management of its financial and human resources operations

**Reports to:** Executive Director

**Responsibilities Include But Are Not Limited To:**

- Administration of accounts payable and accounts receivable
- Management of banking and vendor relationships
- Financial reporting
- Budget preparation and management
- Ensuring compliance with reporting and tax filing requirements
- Payroll, benefits, and insurance administration
- Technology and information systems management

**Qualifications**

- The ideal candidate will be a motivated, responsible and highly organized individual interested in rewarding and challenging work with a leading arts nonprofit.
- Ability to work quickly and accurately in a fast-paced environment with uncompromising attention to detail.
- Strong interpersonal, written, and verbal communication skills
- Demonstrated ability to engage and activate multiple constituencies, and navigate among multiple priorities, in a proactive and collegial manner
- Ability to collaborate on and implement business plans
- Technology savvy, with experience selecting and overseeing information management systems; strong knowledge of accounting and reporting software.
- A passion for the arts, choral music, and music education is highly desirable.
- This job requires the ability to work at a computer for extended periods of time; carry objects weighing 5-10 lbs; walk up and down 3 flights of stairs; and travel to off-site meetings as requested.

**Education and Experience Required:**

- Minimum of a BA, ideally with a finance, accounting, or related degree
- At least 5-7 years of professional experience in the nonprofit sector, with direct responsibility for the financial and administrative management of a not-for-profit organization
- Demonstrated proficiency with Quickbooks Desktop, MS Office, including Word and Excel, as well as Web search engines is required.
- Administrative experience with Patron Manager or other electronic customer relationship management database.

**To Apply:**

Please send a one-page cover letter, including salary requirements, and resume to:  
[employment@lachildrenschorus.org](mailto:employment@lachildrenschorus.org)

This job posting will close on **April 7, 2017**. Prompt submission is strongly encouraged.

**For more information** regarding the Los Angeles Children's Chorus, please go to our website at:  
[www.lachildrenschorus.org](http://www.lachildrenschorus.org)

LACC is an Equal Opportunity Employer.