



# CHAMPAIGN-URBANA SYMPHONY ORCHESTRA

Stephen Alltop, Music Director & Conductor

## Champaign-Urbana Symphony Orchestra Office Administrator

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**JOB TITLE:** Office Administrator  
**REPORTS TO:** Executive Director  
**SUPERVISES:** N/A  
**JOB CLASSIFICATION:** Part-Time Exempt

**JOB SUMMARY:** The Office Administrator will assist in managing the administrative and business functions of the CUSO office and is responsible for bookkeeping and maintaining the financial and donor records of the orchestra. The position requires a range of general clerical, accounting, bookkeeping, and data-entry skills. Confidentiality, excellent organizational skills, and accuracy are important qualifications for this position, as well as good customer relations and communications skills. Proficiency in Microsoft Office and QuickBooks is preferred.

### JOB DUTIES AND RESPONSIBILITIES

#### Bookkeeping

- Experience with accounting software such as QuickBooks preferred.
- Maintain accurate records for vendors, customers, and employees.
- Accounts payable: match vendor invoices to purchase orders, record expenses, and generate checks for the Executive Director to approve and the CUSO Treasurer to sign.
- Accounts receivable: record receivables, make bank deposits, and provide weekly reports.
- Maintain accuracy of income and expense accounting.
- Orchestra Payroll: work with Operations Manager to generate orchestra payroll for Executive Director to approve and CUSO Treasurer to sign.
- Employee payroll: issue employee checks for Executive Director to approve and the CUSO Treasurer to sign.
- Generate standard financial reports and statements from QuickBooks.
- Assist accountant as directed for their work in generating W-2 and 1099 forms, orchestra's income tax returns, and audits.
- Keep all financial matters strictly confidential.

#### Administration

- Adhere to sound financial and administrative policies and procedures and internal controls for accounting, auditing, budgeting, purchasing, inventories, payroll, and administrative services functions.
- Submit monthly state and federal payroll tax payments online.
- Maintain electronic files of bank statements.
- Maintain orchestra's annual insurance policy renewals, approved by Executive Director.
- Process orchestra's annual reporting to BMI and ASCAP.
- Process orchestra's annual memberships with League of American Orchestras and Illinois Council of Orchestras.
- Draft correspondence and documents as may be assigned by the Executive Director.
- Assist the Executive Director and CUSO Treasurer to prepare monthly financial statements and other reports.
- Perform other duties as assigned by the Executive Director.

**Donor Recordkeeping and Development Support**

- Maintain accurate donor data base records of donations received by the orchestra.
- Generate donor acknowledgement letters for Executive Director to sign.
- Generate donation reports from the database as needed.
- Take reservations and process payments for fundraiser events as needed.

**Hours, Compensation, and Tools Provided**

- This is a part-time, hourly position requiring 12 hours per week (or equivalent) in the CUSO office.
- The schedule will be determined by the employee and the Executive Director.
- Compensation is \$19.25 hourly, \$12,012 annually.
- Computer, scanner, printer, general operations supplies, and copier are provided.
- Building and office keys and email provided.