



Champaign-Urbana Symphony Orchestra

Office Administrator

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

JOB SUMMARY: This position requires 15 hours per week, primarily in the CUSO office during normal business hours. 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 bookkeeping, accounting, data entry and general clerical skills. Confidentiality, good communication skills and customer relations abilities are also needed for this job. Proficiency in Microsoft Office and QuickBooks required. This is a part-time, hourly position requiring 15-hours per week in the CUSO office during normal business hours, except with some evening and weekend hours as needed for concerts and fundraiser events. All hours worked will be compensated. Compensation includes holiday pay benefit of 27 hours of paid time-off for holidays.

JOB DUTIES AND RESPONSIBILITIES

Bookkeeping

- Experience with QuickBooks accounting software required.
- Maintain accurate records for vendors, customers, and employees.
- Accounts payable: match vendor invoices to purchase orders, record expenses, and generate checks.
- 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.
- Employee payroll: issue employee checks.
- Generate standard financial reports and statements from QuickBooks.
- Assist accountant as directed for their work on W-2 and 1099 forms, tax filings, 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.
- Draft correspondence and documents as assigned by the Executive Director.
- Assist in the preparation of monthly financial statements and other reports.

- Perform other duties as assigned by the Executive Director.

Donor Record-Keeping 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 and Compensation

- This is a part-time, hourly position requiring 15-hours per week in the CUSO office.
- Some evening and weekend hours as needed for concerts and fundraiser events.
- All hours worked will be compensated.
- The schedule will be determined by the employee and the Executive Director.
- Compensation is \$20.00 hourly, \$15,600.00 annually.
- Holiday pay benefit: includes 27 hours of paid time-off for holidays.

To apply, submit resume and cover letter to Gerri Kirchner, Executive Director by email to music@cusymphony.org. Applications are being accepted until the position is filled.