

Friday, April 30, 2010

Business Manager

Please submit cover letter, resume, and 3 references via email or fax: jobs@limon.org; 212-777-4764.

► [Share](#) | [Print](#) | [Download](#)

The José Limón Dance Foundation seeks a Business Manager. Responsibilities include bookkeeping, cash flow projections, budget updates, processing payroll, preparing financial reports, managing the annual audit and tax filings, drafting and maintaining company contracts, coordinating donor acknowledgments, and managing ticket & merchandise sales for self-produced events. The Business Manager also coordinates human resources & benefits, assists Executive Director with event logistics, supervises interns, and serves as the primary administrative contact for all matters. Successful candidates will be proficient in Quickbooks and Excel, have at least three years' experience in a non-profit organization (including the audit process), strong organizational skills and a meticulous attention to detail. PatronMail and Salesforce experience a plus. Spanish-speaking a plus. This is a full-time salaried position with benefits. Please submit cover letter, resume, and 3 references via email or fax: jobs@limon.org; 212-777-4764.

The José Limón Dance Foundation exists to perpetuate the legacy of modern dance pioneer José Limón and its humanistic approach to movement and theater, and to extend the vitality of that vision into the future, through performance, creation, preservation and education.

Please submit cover letter, resume, and 3 references via email or fax:
jobs@limon.org; 212-777-4764.

[< back](#)

[previous listing](#) • [next listing](#)