

Friday, October 30, 2015

## Chez Bushwick is seeking a Financial Operations Manager

Company: Chez Bushwick  
Location: Brooklyn, NY

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Chez Bushwick is seeking a Full-Time Financial Operations Manager

Application Deadline Friday, November 30, 2015

Chez Bushwick, Inc., a multi-disciplinary nonprofit arts organization founded in 2002 in North Brooklyn, has a dual mission to a) provide subsidized rehearsal studio space and performance opportunities for emerging and mid-career performance artists; and b) to sustain the creative work of Jonah Bokaer, which includes choreography, media art, video, sculpture, and installation-based practices. Chez Bushwick is also a founding partner of the Center for Performance Research (CPR), a nonprofit organization providing subsidized rehearsal and performance space in a LEED-certified green building in Williamsburg, Brooklyn.

Chez Bushwick seeks a Financial Operational Manager with a track record of successful nonprofit financial reporting, strategizing, and budgeting, along with basic HR skills. This team player position will work with a small number of staff to achieve shared organizational goals. The Financial Operational Manager will report directly to the General Manager, and will act as a liaison to the Board of Directors and the Finance Committee.

The Financial Operational Manager duties include but are not limited to:

- Prepare timely month-end reports that include bookkeeping, journal entries, accounts payable and deferred income
- Coordinate program budget with General Manager and Program Manager, along with other requested reports
- Analyze monthly revenue and expenses in accordance with the General Manager and Choreographer, to ensure accuracy and transparency
- Perform ad hoc analysis
- Prepare and review various quarterly balance sheets, profit & loss statements, deferred income and choreographic program reports
- Prepare annual audit with contracted auditor
- Assist with various grant reporting and budgeting
- Organize, prepare materials for and participate in quarterly Board Meetings, and monthly Finance Committee meetings
- Work with General Manager to prepare annual organizational budget
- Manage special finance-related projects as needed
- Liase with Chez Bushwick's insurance broker

Qualifications:

- Accuracy and attention to detail
- Exceptional organizational, planning and multi-tasking skills
- 3-5 years accounting and financial reporting experience (non-profit setting preferred)
- Proficiency with MS Word, Excel and Quickbooks
- An interest in working in a fast growing non-profit performing arts setting

This is a full-time salaried position with benefits. Position start date is December 1, 2015. Salary commensurate with experience. To learn more about Chez Bushwick please go to <http://chezbushwick.net/>.

To apply: please email resume, cover letter, salary requirements and writing sample by November 30, 2015 to [kirstin@chezbushwick.net](mailto:kirstin@chezbushwick.net). Please include "CB Financial Operation Manager" in the subject line.

Chez Bushwick  
304 Boerum Street #23  
Brooklyn, NY, 11206  
7184184405  
[Chez Bushwick](#)

For more information:  
Kirstin Kapustik  
[kirstin@chezbushwick.net](mailto:kirstin@chezbushwick.net)  
7184184405

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