



JOB POSTING: Finance, Administration, & Business Manager

Effective:	Immediately
Reports to:	Executive Director
Direct Reports:	Box Office Manager, Finance Assistant, Bookkeeper, Office Coordinator
Position:	Full-time salaried position
Hours:	Monday - Friday (some weekends and evenings may be required)
Location:	On-site in Rosebud, Alberta, with the possibility of some remote work

Summary: Join a team of dedicated professionals who are passionate about great theatre, training young artists, and enriching people's lives.

Rosebud Theatre & School of the Arts (RTSA) is looking for a highly skilled individual who possesses strong leadership skills, is a team player, and has a vision to serve the organization's financial, administrative, and business needs. Working closely with the Executive Director and the Leadership Team they will ensure the finance office is run smoothly and efficiently and contributes significantly to the attainment of Rosebud's mission and mandate. The Finance, Administration, & Business Manager will also support the growth of the organization through generally accepted accounting principles, sound business practices, responsible management, and thoughtful planning.

The ideal candidate is an authentic and innovative professional with a background in accounting, business and finance, or related fields, and is passionate about numbers, finding efficiencies, and improving operations. They have a strong interest and/or experience working in the not-for-profit world, and care about the performing arts and arts education, especially in a faith-based environment in rural Alberta.

They are a leader, community-minded, and able to inspire their colleagues to bring their best self to their work. They understand Rosebud's unique brand and can contribute to embodying that vision forward in all matters, financial and otherwise.

The Finance, Admin, & Business Manager will also be an integral part of the development team and aid in donor management. They will work with the Executive Director developing new initiatives designed to support the organization's strategic plan and the subsequent infrastructure needed.

The Finance, Admin, & Business Manager is a member of the Leadership Team and will attend Board meetings as required. This position is salaried and comes with a benefit package and modest relocation assistance.

Job Function:

1. Provide leadership and oversight for all areas of accounting and financial operations at Rosebud Theatre & School of the Arts with a focus on efficiency and financial responsibility and sustainability, including but not limited to:
 - a. Ensuring the accuracy and timeliness of bookkeeping services
 - b. Managing cash flow, payables, and receivables
 - c. Providing budgeting, forecasting, and financial analysis
 - d. Preparing and distributing monthly, ad-hoc, and annual financial reports with insight and recommended actions
 - e. Supporting the auditors in the annual audit and meeting all financial regulatory requirements
2. Support the Executive Director in grant writing, development, donor relations, and other new initiatives
3. Oversee and support human resources at RTSA, including:
 - a. Overseeing payroll services
 - b. Administering staff benefits
 - c. Managing processes and required HR documentation including WCB related tasks
4. Lead administration and business operations, and provide business management and oversight for:
 - a. Insurance and other general regulatory requirements
 - b. Contracts
 - c. Service providers and utility providers
 - d. Systems purchasing and leasing
 - e. Guest services, box office and retail sales
 - f. IT requirements, including software, wireless, system databases, POS, CRM, and general networks and security
5. Participate as an active and integral member of the Leadership Team
6. Assist in developing, implementing and maintaining the organization's general policies and practices
7. Provide business leadership, visioning, and planning for new revenue-generating initiatives



Expected Results:

1. Smooth and efficient running of Rosebud's administration, business, and financial management
2. Effective and efficient monitoring of revenue and expenses as compared to budget
3. Implementation and operation of administrative and financial systems
4. Clear and accurate monthly and annual financial reporting and analysis, and discovery and elimination of redundancies and inefficiencies
5. Effective management of payroll, benefits, payables, and all banking
6. Along with the Leadership Team, preparation of a clear and realistic annual budget
7. Effective management of human resource records and policies
8. Improved donor relations, grant submissions and reporting, and development processes

Required Skills:

- Post-secondary education in a related field of study, or equivalent experience
- Strong background, training, and experience in generally accepted accounting practices, especially as it pertains to not-for-profit organizations
- Demonstrated strong organizational and leadership skills
- Exceptional communication (verbal and written) and time management skills
- Strong interpersonal, financial, business, and administrative skills
- Exceptional ability to master various systems and software as required (Excel, SAGE Simply Accounting, PayWorks, Tessitura, etc.)
- Ability to work both independently and in a team environment

- Ability to adapt to new technology and learn new systems
- Ability to function in a fast-paced environment
- Excited to support the vision, values, and mission of Rosebud Theatre & School of the Arts in the successful execution of strategies and goals

Applications: To apply please send the following to execdir@rosebudtheatre.com.

1. A resume(s) with both relevant and potentially related experience
2. A cover letter outlining reasons why this position may be a good fit for you

The purpose of Rosebud Theatre & School of the Arts to enrich lives by offering grace and understanding through the art of storytelling, the practice of mentorship, and the gift of hospitality.

We believe that every person is created in the image of God and that all of humanity reflects different facets of God's character. We believe that all fall short of reflecting God's true spirit, but we also believe in the promise of redemption for all.

Within this context, Rosebud strives to honour and respect the diverse cultures, languages, abilities, and perspectives that each staff member brings to the organization.

We are dedicated to creating an inclusive environment that welcomes the humanity of our students, staff, contract instructors, guest artists, board members, donors, and patrons. We are committed to providing a supportive work and educational environment where the principles of equity, diversity, and inclusion are trained, fostered, and intentionally practiced. Through conscious reflection, and deliberate action and discussion at all levels, we aim to create a culture of care and safety where diversity can flourish.

All personnel policies related to employment - including hiring, compensation, promotion, benefits, job assignments, transfers, lay-offs, return from lay-offs, company sponsored programs or events, etc. - will be implemented without discrimination toward race, colour, creed, religion, sex, sexual orientation, gender identity, gender expression, family status, age, language, or national origin.

We are committed to recruiting and retaining a group of diverse, qualified staff members who advance Rosebud's mission in their respective vocations. Through a fair and equitable hiring process, the qualifications and values of each candidate are the primary criteria upon which hiring and promotion decisions are made.