

## BMP Business Manager

The BMP Business Manager is a dynamic role that requires expertise in managing BMP's various business processes. The Business Manager will create financial policies, maintain BMP financial records, manage payroll, support with annual audit, and manage human resource functions. The Business Manager reports directly to the Executive Director.

### Business Manager Responsibilities

- Financial record keeping
  - Invoicing, bill payment, and payroll
  - Reconciling monthly bank statements
  - Asset Management including accounting for all purchased equipment
- Auditing and financial reports
  - Manage the annual interim audit
  - Assist in preparing monthly financial reports for Senior Leadership and Board of Trustees
- Human resources
  - Responsible for all aspects of staff onboarding and off-boarding
  - Support staff with HR related inquiries with a solutions-oriented approach
  - Manage all required compliances and teacher certifications

### Experience and Qualifications

- Minimum of 4+ years of demonstrated experience in a relevant role
- Strong project planning/management skills
- Excellent organizational skills and attention to detail
- Ability to juggle several projects at once with a spirit of flexibility and positive outlook
- Strong data management skills and fluency with data and numbers
- Experience with accounting and QuickBooks
- Intermediate to advanced proficiency in Excel
- Background in HR, preferred
- Proficiency in Spanish, preferred
- Enjoys the challenge of, and works well in, a dynamic, fast-paced environment

### Position Commitment and Compensation

- 5 hours per week, **remote position with occasional in-person responsibilities.**
- \$33-35 per hour, based on experience, no health benefits
- 12 month contract, July 2021 through June 2022\*
- Must comply with all COVID-19 safety procedures and requirements for working in-person with students & staff, as defined by BPS Partnership office and Boston Music Project.

*All interested candidates, please submit a resume and cover letter to Christopher Schroeder, Executive Director, at [cschroeder@bostonmusicproject.org](mailto:cschroeder@bostonmusicproject.org). It is the policy of Boston Music Project to provide all persons with equal employment opportunities without regard to race, color, religion, sex, marital status, country of origin, disability, or age.*

# **BMP Business Manager**

## **About Boston Music Project:**

Celebrating 10 years of youth music education, the Boston Music Project (BMP) is a creative youth development program committed to ensuring the long-term social and musical success of our cities' less advantaged urban youth by nurturing individual expression, celebrating unique cultures, and developing life skills through quality education and performance. BMP is inspired by El Sistema, the Venezuelan program that uses music education as a vehicle for social change. BMP serves 200+ students in kindergarten through 12th grade through partnerships with Boston Public Schools. All students are welcome to participate, regardless of musical ability.