

Staff Opening - School Business Manager

Position: Full-time exempt, salaried

Salary: Commensurate with experience

Start date: Immediately

Indian Hill Music, a community music school and performance organization in Littleton, MA, has an immediate opening for a full-time School Business Manager, reporting to the Director of Education.

This role combines personnel and operations management, financial functions, and customer service in a mission-driven, fast-paced environment focused on delivering high quality music education and performance to the region. The School Business Manager oversees the school's front office and facilities staff; manages all relevant school operations with input from the Director and Assistant Director of Education; and manages school financial functions, including accounts receivable and collections, cash application, the invoicing of patrons, tuition revenue tracking, reconciliation and analysis, payroll for the school's hourly employees, and vendor relationships.

Strong candidates for this position will have:

Education and Experience:

- A Bachelor's degree,
- A minimum of 5 years in an operational or office management level position,
- Experience managing a group of direct reports in an office setting,
- Experience with billing, accounts receivable, collections, and financial analysis,
- Expertise managing payroll and maintaining confidential information and records,
- Experience managing administrative operations and processes,
- Excellent working knowledge of QuickBooks and strong proficiency in Microsoft Office especially Excel,
- A familiarity with basic building and grounds issues.

Essential Qualities:

- An exceptional approach to customer service,
- Excellent managerial, interpersonal, and communication skills to foster effective working relationships at all levels,
- Strong organizational skills and attention to detail,
- Strong analytical skills,
- Strong team player with a proactive, service-oriented attitude and the ability to work with all areas of the organization when required,
- Flexible and adaptive work style with the ability to multitask and to work in a growing and changing environment.

The School Business Manager will have regular office hours, and will also be asked to work nights and weekends at school and performance events as needed. He/she will sometimes act as a public-facing representative of Indian Hill Music at such events.

Our organization is preparing for significant growth over the next few years, and we are in search of team members who are motivated by our mission and by the exciting changes for which we are preparing.

How to Apply

Please send your resume, cover letter, and any other supporting materials, including salary requirements, to [Pete Robbins, Director of Education](#) with "School Business Manager" included in the subject line. *Applications submitted without a salary range will not be considered.*

Indian Hill Music does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, mental or physical disability, veteran status, or any other category protected under applicable law in its admissions, education programs, activities, or employment policies.

Learn more: www.indianhillmusic.org