



## **Director, Operations (Exempt, 65k-75k annual salary)**

### **VISION**

We exist to make high quality performing arts equitable and accessible to all children, regardless of socioeconomic status.

### **CULTURE**

Students confidently explore the arts within a family feel environment. We purposefully make each program meaningful, challenging, and impactful.

### **SUMMARY**

The Arts & Learning Conservatory is a highly awarded, leading after-school arts provider in Orange County. Our high-quality arts programs are made accessible to all children regardless of income or background as our goal is to set students up for success in life artistically, academically, and socially. Founded in 2004, the Arts & Learning Conservatory (ALC) reaches nearly 1,500 children annually across numerous campuses throughout Southern California.

The Director of Operations is responsible for the human resources, information technology, grant compliance, facilities, accounting and purchasing functions. Develops, implements, and manages the annual operating budget of approximately 700k-1m. Participates as a member of the key management team in the development and implementation of organization wide policies and programs that contribute to the overall success of the Arts & Learning Conservatory. Primary responsibilities are centered around the accounting operations including bookkeeping, financial statements, and reporting as well as managing student enrollment management software.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated proficiency with QuickBooks and MS Office.
- Exhibits excellent oral and written communication skills.
- Strong attention to detail, especially with troubleshooting of web applications and working with student enrollment management software.
- Ability to prioritize assigned tasks and meet deadlines.
- Exhibit excellent oral and written communication skills.
- Strong leadership and organizational skills to motivate and inspire team members, volunteers, and community partners.
- Working knowledge of key human resource functions such as onboarding, payroll, compensation and benefits, performance management, and employee relations.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree with a minimum of three years of accounting, budgeting, payroll and financial reporting experience **OR** an associate's degree with a minimum of five years of accounting, budgeting, payroll, and financial reporting experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop, implement, and manage the Arts & Learning Conservatory's annual operating budget of \$700k-\$1m.
- Provide monthly and annual financial reporting and forecasting, cash flow management, capital spending, and expenditure review and approval.
- Inputs courses in the student enrollment management system. Monitors system for accuracy and verifies instructor assignments.
- Directs administrative operations, manages employment process (recruiting, interviewing, hiring, salary placement) for all employees.
- Prepares payroll with the Conservatory's payroll processor.
- Serves as lead in the annual audit process.
- Adheres to Conservatory policies and procedures, specific grant requirements and Uniform Grant Guidance to ensure compliance with district, state, and federal regulations.

### **ENVIRONMENTAL/WORKING CONDITIONS**

Most of the work time is an office setting. Local travel may be required. Occasional weekend and evening work to support organizational events such as recitals, productions, meetings, and activities.

### ***Position Open Until Filled***

To apply please submit resume to [shannonm@artsandlearning.org](mailto:shannonm@artsandlearning.org)