

**Organization**  
Opera New Jersey  
[www.opera-nj.org](http://www.opera-nj.org)

**Contact:**  
Email: [HR@Opera-NJ.org](mailto:HR@Opera-NJ.org)  
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**Position**  
Director Finance &  
Administration  
Duration: Full-time

**Overview:** [Opera New Jersey](http://www.opera-nj.org) is one of the fastest-growing opera companies in the country producing varied types of productions with varied levels of artists since 2004. Our productions are accompanied by the New Jersey Symphony Orchestra. The office is located in Princeton Jct., NJ. Venues include McCarter Theatre in Princeton, State Theatre in New Brunswick and New Jersey Performing Arts Center in Newark

Operatic productions have won critical and popular acclaim and the 2007 and 2008 summer season were both sold over 100% capacity. As the company continues to grow, Opera New Jersey is looking for a dynamic individual who has five or more years of successful senior management experience to join our team as Director of Finance and Administration. Reporting to the General Director, this individual is responsible for the financial and administrative management tasks necessary to achieve the company's mission and vision. Proficiency in QuickBooks and Excel a must. Experience with nonprofits, arts or cultural organizations preferred but not a prerequisite.

**Operations:** Responsible for oversight of finance and operations including:

- **Administrative Management:** Manage human resources including new hire and exit compliance and administration; administer all benefits packages, and; maintain personnel records. Ensure all office needs are met, including proper insurance is maintained for all areas of the operations.
- **Financial Management:** Manage the finances of the organization, including all bookkeeping, budgets, cash flow projections, financial transactions, bank accounts and monthly financial reports. Works with development to prepare financial information for government grants. Works with outside auditor and facilitates the annual audit process.
- **Legal and Corporate Status:** Ensure compliance, including legal status and the records of the organization and any subsidiaries, to include required fees, taxes, permits, articles of incorporation and bylaws. Maintain records of all organizational policies and procedures.

Qualified applicants please send your resume and cover letter, including salary history and expectations, to [HR@Opera-NJ.org](mailto:HR@Opera-NJ.org). Indicate the job title "Director of Finance and Administration" in the subject line.

Opera New Jersey is an equal opportunity employer.