

Job Description—Business Manager (Part-Time/Fully Remote)

Reports to:	President
Direct Reports:	None
Internal Collaborators:	President, Executive Assistant, Senior Vice President, VP of Executive Search (new role in process), Senior Strategist, Director of Search Operations & Community, Search Assistant (new role in process)
External Collaborators:	Clients, Accountant/CPA, Contract Lawyer, ADP, Insurance Broker, 401K Retirement Savings Administrator
Compensation:	\$30/hour (Part-Time, approximately 15-20 hours/week)
Benefits:	This role will not be eligible for full benefits at its current half-time status
Timeline:	Targeted start date in March 2022
FLSA Status:	Part-Time, Non-Exempt; Remote/work-from-home

About the Opportunity

Tom O'Connor Consulting Group (“TOCG”) is a New York-based arts and culture consulting firm and seeks a part-time, fully remote Business Manager to handle a range of financial and administrative affairs in support of the overall health and efficiency of its growing business. Currently a small team of five including the President/Founder, the company has plans for two additional full-time hires in early 2022, and is seeking to transition various business functions from the President’s and Executive Assistant’s current portfolios. This role is envisioned as approximately half-time (20 hours/week) due to anticipated work-load, but may evolve to be a full-time role in the future based on either expansion of the business or the employee’s capability and interest in addressing additional business needs. Hours are flexible, though we prefer that candidates be available for at least 10 hours per week during our President and Executive Assistant’s standard business hours (Monday-Friday, 10a-6p ET) to enable synchronous meetings.

This is a prime opportunity for a professional who has worked in a business management, bookkeeping, or complex administrative role and is seeking a second job or perhaps transitioning back to work from a family leave (two examples of the many we would support). Our firm works exclusively in the arts and culture space, so a passion for this work is preferred—however, it is most important that you bring a kind and collaborative energy, as well as a commitment to precision. We do not require direct experience working in our exact type of business. The successful candidate will have a keen eye for detail and nuance, a love of numbers, comfort with various technology platforms, and the flexibility and curiosity to tackle the many surprises that await a growing business around every turn.

As with all TOCG roles, the position is remote with occasional in-person meetings required in New York City at company expense. A New York City-area resident is preferred for ease of occasional in-person collaboration with the President and Executive Assistant, but understanding our near-dystopian cost of living, candidates from outside the NYC area will also be considered.

About the Company

Tom O'Connor Consulting Group, LLC was founded in 2015, and offers strategy, assessment, coaching, and executive search services exclusively to the arts industry. Our focus is on leading structural change with audiences at the center, and our clients represent a full range of artistic genres, budget categories, business models, geographies, and cultural contexts. What unifies them is that they are all mission-driven organizations building community through arts and culture. We share their passion.

As for our team, we are a growing startup made up of high-performing, passionate, collaborative, and kind individuals, and seek someone who identifies with these attributes and brings new ideas and perspectives. Our company is fully distributed and remote (with our President Tom O'Connor based in New York City), and prioritizes frequent virtual collaboration for cohesion, shared learning, and comradery. Post-COVID, we intend to gather in-person as a full team at least annually. Importantly, we work very hard and care deeply about what we do, but whether considering potential clients or potential team members, we do not tolerate the brand of ambition that permits disrespect. And we mean that. Read more about our company and our team at www.tomocgroup.com.

Duties and Responsibilities

The duties below are envisioned for this role and are currently handled by a combination of our President, Executive Assistant, and freelance bookkeeper. While the list is extensive, please keep in mind that we are still a relatively small business. If you have an interest or capability beyond these areas that we should know about as we consider our/your future trajectory, please feel free to mention that in your cover letter—we are very committed to internal promotion and professional development:

Financial Management (30%)

- Track and categorize all company expenses using Quickbooks online, and perform monthly bank reconciliations
- Forecast cash-flow based on anticipated payables and receivables
- Interface with company accountant/CPA for tax planning
- Administer and reconcile company credit cards

Payables/Receivables (30%)

- Handle all client invoicing in coordination with company leadership
- Receive and process all payables for vendors, contractors, and employee reimbursements
- Process client payments and implement a new process that does not involve our President processing paper checks in his bathrobe at 6am

Payroll and Insurance (15%)

- Serve as primary liaison to ADP PEO for:
 - Payroll processing (monthly)
 - Benefits administration/elections
 - Coverage including Workers' compensation, Disability, Paid Family Leave
 - HR services

- Coordination of employment paperwork for any new hires
- Onboard new employees to ADP
- Coordinate 401K company match with plan administrator (currently slated to begin in March 2022)

Other Administrative Functions (25%)

- Meet weekly with TOCG President and Executive Assistant to attend to all company matters, and participate in standing full team meetings
- Draft and traffic client contracts, consulting with TOCG's legal counsel when needed
- Handle procurement of any necessary office equipment and/or supplies for TOCG's remote workforce
- Liaise with insurance broker as needed (policies are all established and in effect)

Qualifications and Requirements

- Kindness, confidence, and a generous spirit
- 5+ years of experience with business management, bookkeeping, or complex administrative duties
- A commitment to the principles of DEIA and Anti-Racism, and an appetite for continual reflection at the personal, company, and process levels
- Excellent interpersonal skills, and a genuine interest in the success of others
- An ability to confidently and respectfully engage in constructive disagreements, acknowledging that conflict is a healthy part of sound decision making
- Excellent time management abilities and desire to work in a remote setting. We are a small, fast-paced company with very high standards of excellence, but one that also respects and encourages work-life balance and appropriate boundary setting with all stakeholders.
- Exceptional written communication and organizational skills required, including proficiency in all major Microsoft Office applications (Word, Excel, Powerpoint), GSuite/Google Drive, and videoconference platforms; Quickbooks Online strongly preferred; Slack, Asana, and Hubspot appreciated but not required
- Fierce attention to detail absolutely required

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. **If you believe that you could excel in this role, we encourage you to apply.**

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to arts & culture administration, returning to work after a gap in employment, simply looking to transition, or take the next step in your career path, we will be glad to have you on our radar.

Please use your cover letter to tell us about your interest in the arts & culture space and what you hope to bring to this role.

Application Instructions

The deadline to apply for this role is **February 18, 2022**, with a targeted start date in March.

Interested applicants should submit a cover letter and resumé as a single PDF file to jobs@tomocgroup.com with “Business Manager” in the subject line. Please indicate in your cover letter how you learned of this opportunity, your geographic location, any specific timing considerations, your anticipated schedule availability, and confirmation of your understanding of the published compensation. No phone calls, please. Finalists may be asked to complete an assignment with compensation for time spent. Lastly, due to the financial nature of this role and exposure to sensitive company and employee information, a background check will be completed prior to a finalized offer of employment.

Tom O'Connor Consulting Group, LLC is committed to diversity in all hiring, both internally and on behalf of search clients. Applicants from populations historically excluded from the arts and culture industry are strongly encouraged to apply.