



TITLE: Office Manager

REPORTS TO: Executive Director

POSITION SUMMARY: The King Biscuit Blues Festival is seeking an Office Manager to oversee the administrative and accounting functions of the KBBF office. The Office Manager reports to the Executive Director and will be responsible for managing and disseminating the bulk of the data necessary to keep the festival running smoothly, including information on finances, sponsors and ticketholders, and internal operations.

ESSENTIAL JOB FUNCTIONS:

1. Accounting Responsibilities (40%, weekly)
 - a. Manage accounts receivable and accounts payable, including:
 - i. Processing payment in person, over the phone, and online
 - ii. Generating and sending receipts for all monies coming into the Festival Office
 - iii. Deposit funds received and write checks for funds owed
 - iv. Maintain up-to-date records with QuickBooks for all payments and deposits
 - b. Reconcile all bank accounts monthly
 - c. Monitor and reconcile all online transaction accounts (e.g. PayPal and Square)
 - d. Send copy of payroll checks, bank statements and check/deposit details each month to accountant
 - e. Work with Executive Director and Director of Operations to prepare budgets and year-end/festival summary financial reports for the SBBS Board
 - f. Submit paperwork and payments for sales tax monthly
2. Administrative Responsibilities (60%, daily)
 - a. Open and close the King Biscuit office daily and ensure that it is staffed from 9:00am until 5:00pm, Monday through Friday
 - b. Assist with day to day office management, especially replenishing office supplies
 - c. Handle phone, email, and in-person customer support needs
 - d. Assist Director of Operations in collaborating with festival committee chairpersons
 - e. Assist Director of Operations in negotiating with vendors to secure necessary materials and services for events
 - f. Attend Sonny Boy Blues Society board meetings and King Biscuit Blues Festival Steering Committee meetings (may be outside of business hours)
 - g. Attend all other Festival meetings including those with committees or individual chairpersons (may be outside of business hours)
 - h. Maintain tracking spreadsheets and binders for all aspects of organizational and festival operations

- i. Assist with event operations for the duration of all KBBF events, including nights and weekends for the following events:
 - i. King Biscuit Blues Festival (Wednesday through Saturday)
 - ii. Live on the Levee concert events (throughout the year)
 - iii. Poster and Line-up Unveilings
 - iv. Other fundraising events to be determined
- j. Oversee routine annual updates to key festival materials
- k. Create and distribute reports for Festival staff as needed

SKILLS/KNOWLEDGE REQUIRED:

1. Knowledge, Skills, and Abilities (KSA's)

- a. High level of expertise with:
 - i. Microsoft Office Suite (especially Word and Excel)
 - ii. Google Drive (especially Docs and Sheets)
 - iii. Gmail
- b. Some proficiency with:
 - i. Quickbooks
 - ii. Paypal, Square, and online banking software
 - iii. Mac computers
- c. Exceptional organizational skills- must be able to keep the office running independently of the Executive Director
- d. Strong written and oral communication skills
- e. Ability to work independently with minimal supervision
- f. Ability to think critically and solve problems
- g. Ability to maintain positive relationships with a diverse group of personalities with competing needs and priorities, including customers, vendors, and festival staff and volunteers
- h. Willingness to learn new technology

2. Education and/or Certification

- a. Bachelor's degree plus 1 year work experience or 3+ years of work experience

3. Experience and Equivalencies

- a. Prior experience in an office administration role
- b. Prior experience with retail, sales, customer service, or other similar front line support
- c. Prior accounting experience preferred (not required)
- d. Prior event planning or festival experience preferred (not required)
- e. Prior experience using CRM software preferred (not required)

4. Other Qualifications

- a. Ability to work some nights and weekends
- b. Must have reliable transportation
- c. Ability to lift 20 lbs.

To apply for this position, please submit a resume, cover letter (attn: Mrs. Munnie Jordan), and two professional references with the subject "Office Manager Application" to kbbf.operations@gmail.com by Friday, February 10, 2017.