

**THE
SANTA FE
OPERA**



JOB DESCRIPTION: Business Office Assistant for 2025 Season

REPORTS TO: Accounting Associate

CLASSIFICATION: Non-exempt

JOB SUMMARY

The Business Office Assistant will support the projects and workload of the Opera's various business functions. This individual will be a responsible team member, working under the direction of the appropriate staff member as required for each task. This is a seasonal position with varied hours (generally between 20 and 40) and limited overtime, lasting from late-June until late September. As the pre-season and in-season support role for the department, the job requires hands-on and timely completion of the tasks assigned.

DUTIES/RESPONSIBILITIES

- Assist with cash counting, replenishment of cash bags, register reconciliations and bank deposits.
- Assist in processing accounts payable.
- Assist in implantation of reports using FENXT/Blackbaud accounting software.
- Support other business office and administrative projects as directed. Assignments may involve data input, excel spreadsheet input and review, filing, document assembly, and other general office tasks as necessary.

EDUCATION/EXPERIENCE

Accounting experience or senior level accounting courses

Experience with cash counting, reconciliations, and basic bookkeeping

Expertise with Excel and other Microsoft office products.

COMPETENCIES

- Ability to learn accounting software
- Ability to navigate complex Excel spreadsheets including creating and troubleshooting formulas
- Ability to manage multiple critical timelines and deadlines, ensuring the timely completion of projects.
- Flexibility with a wide range of duties and responsibilities
- Knowledge of opera/performing/fine arts and current practices in the field – not required but a plus!

PHYSICAL STANDARDS

This position involves light work with lifting or moving of up to 50 pounds occasionally and the ability to support a variety of technology natives and technology challenged users. Performances are in the evening until late hours in the theater.