



BUSINESS MANAGER – POSITION DESCRIPTION

The Nassau County Museum of Art (NCMA) is a not-for-profit 501(c)(3) institution dedicated to developing a deeper understanding of art and nature through exhibitions and educational programs for people of all ages, backgrounds, and abilities. Ranked among the nation's most important suburban art museums, NCMA is located 25 miles east of New York City on the former Frick Estate, now a 145-acre preserve in Roslyn Harbor in the heart of Long Island's storied Gold Coast. NCMA presents five or more art exhibitions each year complemented by a range of public and educational programs. The fully renovated Manes Art Education Center is located in an ancillary historic building and offers studio art programs for all ages and abilities. The expansive property features a sculpture garden, formal garden, pinetum, native meadow, and natural woods. NCMA seeks a Business Manager to be a resourceful organizer and problem-solver and to support the multifaceted operations at the museum.

The Business Manager plays an essential role in the museum's ongoing operations and future planning. This position oversees daily administration as well as financial and human resources functions to ensure the smooth operation of the museum. The Business Manager prepares attendance and revenue reporting, maintains office operations, supports hiring and onboarding processes, and supervises admissions staff. The position is also responsible for accounts payable, accounts receivable, data entry and reporting with QuickBooks. The Business Manager reports to the Executive Director.

RESPONSIBILITIES

Administration & Operations

- Oversee museum's day-to-day operations.
- Manage various vendor contracts.
- Prepare attendance and revenue reports.
- Process invoices and receipts; enter data in QuickBooks.

Human Resources

- Manage hiring and new employee orientation.
- Oversee payroll and employee records, working with Accu Data.
- Manage employee benefits.

REQUIREMENTS

- Minimum of 3, preferably 5+ years of similar experience.
- Experience with accounts payable/receivable
- Experience with QuickBooks preferred.
- Familiarity with donor database systems.
- Excellent communication skills.
- Highly organized and comfortable in fast paced environment.

Salary: commensurate with experience – range: \$60,000 - \$85,000

Hours: full-time, occasional evenings for museum events.