

Director of Business Operations Job Posting:

Job Title: Director of Business Operations

Location: New York, NY

Hours: Hybrid (4 days in the office) M-F, 9 am - 5 pm or 10 am - 6 pm with occasional evening and weekend hours

Position Type: Full-Time exempt employee, salary range \$75,000-\$82,000 per year

Benefits: Public Service Loan Forgiveness (PSLF)-approved organization; Health, vision, dental, and life insurance; Pre-tax: Flexible spending, transportation, Aflac, 403(b); 10 paid holidays, 10 sick days, 3 personal days, 10 paid vacation days, summer ½ day Fridays, week off between Christmas and New Year; week off end of August into Labor Day. If you have children that are in the age range of on-site classes and camps - free enrollment; free tickets to productions.

Role Overview

TADA! Youth theater is seeking an experienced Director of Business Operations to oversee finance, accounting, payroll, and operational management. The Director of Business Operations conducts day to day financial operations, including bookkeeping, payroll, cash flow forecasting, and reconciliations. This role ensures the organization's financial health, manages day-to-day operations, and supports the Executive Director, Senior Leadership Team, and Board of Directors in making strategic, data-informed decisions. The Director also acts as a liaison with auditors, banks, and other external partners.

Key Responsibilities

Financial Management and Accounting

- Lead full-cycle accounting, including accounts payable, accounts receivable, payroll, general ledger, reconciliations, and journal entries.
- Develop, manage, and monitor organizational budgets; prepare financial reports, statements, and forecasts.
- Manage cash flow, bank accounts, credit lines, and debt obligations.
- Coordinate and lead annual audits, prepare 990s, and ensure compliance with regulatory filings.
- Manage all income, bills, receivables and payables, ensuring they are accurately coded and recorded
- Pay bills in a timely manner as cash flow allows

- Prepare checks for signing for Executive Director
- Prep bills for mailing
- Monitor credit card bills and charges; pay down debt in a timely manner as cashflow allows
- Balance all bank accounts, credit cards and loan accounts
- Follow through with department of labor, union, payroll questions as-needed
- Participate in the annual budgeting and planning process in conjunction with the ED
- Administer and review all financial plans and budgets; monitor progress and changes
- Keep senior leadership team abreast of the organization's financial status
- Monitor the billing and collection schedule to ensure cash flow is steady and supports operational requirements
- Effectively communicate and present critical financial matters to the Executive Director
- Assist in preparation of reports for the Board of Directors

Operational Leadership

- Develop and implement financial and operational policies, internal controls, and standard procedures.
- Manage vendor relationships, IT systems relevant to operations, and administrative processes.
- Prepare materials and reports for the Board of Directors and Finance Committee.
- Prepare budgets for foundation and government grants and reports

Leadership & Collaboration

- Act as a key advisor to the Executive Leadership as a member of the Staff Leadership Team.
- Support a culture of transparency, accountability, and collaboration across the organization.
- Ensure operations support TADA!'s mission, vision, and values.

Qualifications

- 5-7+ years of professional experience in finance, accounting, or operations management; nonprofit or arts experience preferred.
- Expertise in accounting software (QuickBooks Online, [Bill.com](https://www.bill.com)) and Google Sheets
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication, relationship-building, and leadership abilities.
- Integrity, adaptability, and a collaborative approach.

Commitment to Diversity, Equity & Inclusion

TADA! Youth Theater is committed to building a diverse and inclusive workforce reflective of the youth we serve. Candidates dedicated to anti-racism and sharing our mission are encouraged to apply. TADA! is an Equal Opportunity Employer and does not discriminate based on race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

Additional Notes

This position may require occasional evening or weekend work to support productions, events, or emergency organizational needs.

All employment offers are contingent upon successful completion of a background check.

How to Apply

Please submit your resume and cover letter to jobrien@tadatheater.com with the subject line "Director of Business Operations Application." Applications are reviewed on a rolling basis. All employment offers are contingent upon successful completion of a background check.

Deadline & Start Date

Applications accepted through 10/27/25. Anticipated start date: early December, 2025

TADA! YOUTH THEATER

MISSION: TADA! Youth Theater's mission since 1984 has been to provide young people from different social, racial, economic, and cultural backgrounds with musical theater programs that inspire them to learn, be creative, and think differently through high-quality productions, positive youth development, and education programs.

VISION: TADA!'s vision is that all young people grow up feeling successful, creative, confident, accepted, and accepting of themselves. Through the ability of people learning to express themselves well, we can break down barriers of racism and inequality and create positive, active citizens.