



Position Available: Office Manager (Part Time)

The Vermont Youth Orchestra Association (VYOA) seeks a part-time office manager to support the daily operations of a youth arts organization serving nearly 400 students annually through orchestral, jazz, and chamber ensembles, a lesson program, early-childhood programming, school partnerships, and summer camps. This role ensures programs, payroll, billing, and office operations run smoothly while supporting the students, families, and staff and faculty.

The Office Manager reports to the Executive Director and is responsible for overseeing the organization's financial operations and administrative functions. This role ensures the timely processing of accounts payable and receivable, payroll, banking transactions, and employee expenses while maintaining accurate financial records, maintaining strong vendor and client relationships, and ensuring the building calendar is accurate. Attendance at occasional night and weekend events is required.

Key Responsibilities

- **Financial Operations:** Manage the organization's accounts payable workflow by receiving, verifying, and entering vendor invoices; scheduling and processing payments via check or online; managing accounts receivable that include creating tuition invoices and sales receipts and managing student tuition contracts and payment plans; monitoring bank accounts and weekly deposits; investigating invoice discrepancies; and tracking account balances to meet financial obligations.
- **Payroll and Employee Expenses:** Process payroll accurately and on time, review and reimburse employee expense reports for policy compliance, and support staff with operational payment needs.
- **Office Administration:** Maintain consistent office procedures and administrative processes to support efficient day-to-day operations and a productive work environment; manage the building calendar for non-VYOA teacher rentals; and monitor registrations for auxiliary programs, keeping program directors updated.
- **Concert Production:** Attendance at weekend concerts (6 for the 2026-27 season) and occasional special events; managing the cash box for ticketing and the merchandise table; and monitoring merchandise inventory and online store.

Qualifications

- Minimum of 3 years of experience in office management or professional services experience preferred.

- Demonstrated experience managing accounts payable/receivable, payroll, banking transactions, and financial reporting.
- Strong organizational, time management, and project coordination skills with the ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills, with the ability to interact professionally with employees, vendors, clients, and organization leadership.
- High level of discretion and ability to maintain confidentiality with financial and personnel information.
- Strong attention to detail, analytical skills, and problem-solving abilities.
- Proficiency with the following is preferred:
 - Microsoft Windows operating systems
 - Microsoft Office Suite, including Word and Excel
 - QuickBooks Online
 - Canva
 - Jotform
 - Ability to learn and adapt to new software and technologies as business needs evolve.

Successful applicants demonstrate curiosity and initiative to identify opportunities for process improvement and workflow efficiency, productivity, and overall organization operations; will be positive, mature, professional, have a sense of humor, and appreciation for the arts and young musicians.

Position: Office Manager, part-time (25 hours per week, Monday – Friday), in-person, occasional nights and weekends; desk and computer; able to lift boxes up to 25 lbs.

Compensation: \$21-\$24/hour

Benefits:

- Simple IRA contribution, after 12 months employment
- Simple IRA 3% matching
- Paid time off

Email resume and cover letter to jobs@vvo.org.

No phone calls, please.

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