

Director of Finance

Position:

Reporting to the Chair of the Board of Directors, the Director of Finance has primary responsibility for overall financial and budget management of the organization, including budget development, projections and financial reporting/analysis in accordance with all organizational policies and procedures. The Director of Finance also provides leadership and support to staff and functions related to accounting, finance, human resources, information technology, and office operations to help ensure the goals and objectives of Theatre Three are reached. This position is budgeted to \$35,000 annually.

Interested candidates should send their resume and contact information to:

staffing4t3@gmail.com

The position will ideally start Sept.2, 2019

Candidates will then be contacted by a member of the search committee.

Function:

1. Finance

- Budgeting & forecasting
 - o Lead annual budget process, including individual event and campaign budgets
 - o Manage and continuously monitor approved budget vs. actual for annual budget and event budgets
 - o Analyze budget vs. actual variances
 - o Prepare expense forecast to be shared with the Finance Committee for planning purposes
 - All aspects of accounts payable and accounts receivable
 - Collaborate with the Development office in invoicing outstanding pledges for all fundraising campaigns and events
 - Administer petty cash and expense reimbursements
 - Oversee cash management including banking and brokerage relationships
 - Reconcile multiple bank statements monthly
 - Process payroll and issue 1099s in conjunction with payroll service
 - Prepare reports and for Actors Equity Association and other unions as required
 - Prepare month-end financials
 - Create daily/weekly/monthly fundraising and financial reports as needed to monitor progress of fundraising goals
 - Issue timely and complete financial statements for use by the Managing Director, Artistic Director, Finance Committee and Board of Directors
 - Identify & resolve discrepancies and problems
 - Maintain administrative and financial policies and procedures
 - Suggest and implement improvements in both processes and reports
 - o Monitor and maintain a documented system of accounting policies, systems and procedures
 - o Provide financial information data required on grants and other accounting documentation as required by donors (corporate, foundation, government)

- o Ensure the internal controls are adequate to safeguard the organization's financial operations
 - Report significant issues to Managing Director and Finance Committee
 - Review and track all financial contracts

2. Audit and Tax Preparation

- Maintain files for the annual financial audit
- Manage/coordinate the annual financial audit
 - o Work with auditors and gather requested record
- Work with Managing Director and Finance Committee to engage auditors and perform RFPs, if necessary
- Gather/prepare materials for annual 990 preparation (prepared by external CPA)

3. Meeting Support

- Finance Committee
 - o Schedule monthly meetings
 - o Agendas
 - o Attendance
 - o Prepare materials and financial presentation
 - o Take notes & prepare minutes
 - o Other general support and communication
- Attend Board of Directors meetings

4. Vendor Relationship Management

- Manage relationships and any issues with vendors, including bank, payroll, database, phone/internet, etc.
- Manage company insurance policies (Umbrella, D&O, Commercial, Workman's Comp etc.)
- Assist with contract negotiations, utilize pro-bono resources
- Prepare Request for Proposals as necessary for administrative resources

5. Human Resources

- Manage/Research employee benefits (including, but not limited to):
 - o Tracking paid-time-off
 - o Health insurance
 - o Short-Term & Long-Term Disability & Workers' Comp
 - o Life Insurance

Successful Candidate:

- Bachelor's degree required; degree in business or accounting/finance preferred
- Full charge accounting experience, nonprofit experience preferred
- Experience working with databases & financial accounting systems
 - o Theatre Three uses Theatre Manager as its CRM (training will be provided, it is similar in function to Tessitura), and Sage as its accounting software
- Strong computer skills
- Excellent interpersonal skills
 - o Develop collaborative and trusting relationships with staff, Finance Committee and Board of Directors
 - o Ability to interface with individuals at all levels of the organization (internal and external)
- Ability to exercise discretion and independent judgment on significant business/financial matters ethically and honestly
- Shows initiative, integrity, flexibility and attention to detail
- Ability to adapt quickly to, plan for and manage multiple projects in a fast-paced setting
- Passion for and knowledge of the performing arts
- Occasional evening and weekend hours required