



Director of Finance Job Description

City Springs Theatre Company seeks qualified candidates for the position of Director of Finance.

POSITION SUMMARY

A full-time position with responsibility for all functions related to managing the financial and administrative operations of a professional non-profit theatre company, while supporting the fulfillment of the company's strategic and operating objectives. This position will report to the Managing Director and, under the direction of the Managing Director and Executive/Artistic Director, work with the Finance Committee of City Springs Theatre Company's Board of Directors.

DUTIES AND RESPONSIBILITIES

Financial Strategy

- Develop long-term financial models and regularly monitor financial performance of the organization.
- Play a critical role on leadership team, ensuring cost effectiveness and efficiency in delivery of our financial strategy.
- Advise executive leadership on financial and organizational effectiveness.
- Support executive leadership by preparing appropriate financial materials for presentation and discussion at board meetings; participate in board meetings at the discretion of management
- Provide strategic guidance regarding the related policies, processes and systems necessary to manage the organization's financial and administrative operation.

Financial Reporting

- Oversee financial management and controls, including the development, implementation, monitoring, and reporting of the annual operating budget; analyze and report on weekly, monthly, quarterly, and yearly financial condition and results as needed (and/or as requested by the managing director and the finance committee of the board of directors) to support effective company operations.
- Work with all staff members to track and maintain accurate accounting of revenues and expenditures.
- Provide financial reporting for the purpose of grant applications and other development activities; prepare project budgets and financial reports for funders.
- Prepare and submit federal tax filings (Form 990) every quarter and State of Georgia monthly sales tax reports.
- Serve as staff liaison to outside auditors. Oversee execution of annual audit.
- Update and maintain corporate records, including corporate record book, bylaws, resolutions, minutes of board meetings, employment policies, etc.
- Maintain corporate filings (business licenses, etc.)

Financial Controls



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- Ensure all compliance practices are implemented based on up to date regulations and best practices for nonprofits. Incorporate input on controls from the finance committee of the board of directors.
- Ensure legal and regulatory compliance as it relates to the financial affairs of a non-profit theater company.

Accounting Functions and Financial Systems

- Manage City Springs Theatre Company's financial, accounting, and controls systems; recommend and implement changes in those systems when needed to support the company's growth in response to new needs.
- Oversee accounts payable, accounts receivable, and payroll processing.
- Manage and reconcile all bank accounts and financial transactions, including company credit cards.
- Work with the finance committee of the board of directors to ensure financial transparency and appropriate oversight of financial matters by the board.

Budgets, Cash Flow Management, and Controls

- Manage the annual budget process, providing guidance and support to the managing director and executive/artistic director where needed.
- Maintain internal controls and safeguards for receipt of revenue, costs and program budgets, and actual expenses.
- Develop documentation of procedures and recommendations for process improvements.
- Monitor investment portfolio (as appropriate) and bank balance positions during the course of the year.
- Interface with outside audit firms, banks, business insurance agents, credit card companies, etc. on City Springs Theatre Company's behalf.
- Work with the managing director on all agreements with contract labor, unions, vendors, and staff.
- Manage organizational cash flow forecasting in partnership with the managing director and executive/artistic director.
- Prepare payroll bi-monthly.
- Process expense reports and other expense reimbursement requests.
- Review balance sheet and income statements for accuracy.

PROFESSIONAL QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree in accounting or business and/or equivalent course work, or professional experience.
- A minimum of five years of non-profit accounting and/or general business experience, preferably in the performing arts.
- Proficiency in all Microsoft Office applications and QuickBooks accounting software.
- Experience with payroll management companies.



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- Experience with employee management and negotiation of contracts a plus.

ADDITIONAL QUALIFICATIONS

This position also requires an individual who is:

- Committed to the mission of City Springs Theatre Company
- Self-motivated, honest, thoughtful and composed
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues
- Able to navigate through diverse and sometimes competing priorities
- Collaborative and collegial in work relationships

COMPENSATION

City Springs Theatre Company offers a competitive salary commensurate with candidate qualifications and comparable organizations.

ABOUT CITY SPRINGS THEATRE COMPANY

City Springs Theatre Company is dedicated to entertaining, educating, and enriching the community while contributing to the cultural and economic development of Sandy Springs, by creating world class theatre experiences for the metro Atlanta area, through affiliation with the Sandy Springs Performing Arts Center. Through Broadway-style musical theatre featuring regional and national artists, creating a broad range of arts education programs for the enrichment of the community, and providing entertaining and inspiring productions for diverse audiences, City Springs Theatre Company establishes Sandy Springs as a growing cultural center. City Springs Theatre Company is a 501(c)(3) non-profit cultural organization. For more information, visit our web site: www.CitySpringsTheatre.com.