

Job Title: Finance Coordinator

Employment Status: Regular PT

Working Hours: 6 – 10 hours per week; flexible schedule

Number of Direct Reports: Not Applicable

Date job description was created/revised: April 2016

The New Hazlett Theater is a non-profit performing arts venue, with a mission to provide a nurturing, collaborative environment for artists, leveraging people, space and technology to create and present challenging and dynamic art. Events include theater, dance, performance art, music, spoken word performances, and community events, among other programming options. Theater offerings appeal to children, families, and adult audiences. We welcome approximately 26,000 guests each year.

General Overview:

This position maintains the general ledger, including all cash receipts, credit card transactions, accounts payable, invoicing and accounts receivable, and payroll. The incumbent ensures accuracy of financial records, and maintains employee, customer, and vendor files. S/he completes month and year-end closes, assists with the yearly audit and participates in annual budget preparation.

Essential Duties & Responsibilities:

- Cash: enter all receipts into general ledger; prepare bank deposits; keep Executive Director and CFO informed of cash position.
- Accounts Payable: enter accounts payable invoices into general ledger; review vendor statements and contact vendors regarding discrepancies; process checks; maintain vendor files; prepare and submit monthly sales tax and alcoholic beverage tax payments; prepare and submit annual unclaimed property report and Institution Service Privilege Tax
- Accounts Receivable: review and enter rental contracts; prepare invoices as required; work with programming staff to ensure timely payment; maintain accounts receivable listing.
- Development: track all grant and pledge activity; ensure proper treatments of cash and pledges received; coordinate all financial requirements as they relate to grant proposals
- Payroll: coordinate with outside payroll service to ensure timeliness and accuracy of semi-monthly payroll, including pay rates and timesheet review; record payroll expense to appropriate projects.
- Financial: monitor performance to annual budget and project future activity
- Human Resources: maintain employee and subcontractor files; ensure confidentiality of all employee, customer and vendor information
- Reporting: prepare monthly reports for CFO review
- Month-end closing: review data and prepare adjusting journal entries; reconcile and propose necessary entries; update and reconcile temporarily restricted schedule.
- Yearly responsibilities: coordinate year-end close; prepare audit requirements for outside auditors; review, prepare and submit federal tax requirements; work with Executive Director and CFO to develop annual budget.
- Programming: understand and stay current with programming initiatives, particularly as they pertain to Theater finances
- Other: assist CFO in developing financial policies and procedures; assist with the upkeep of an accounting policies and procedures manual; assist in the implementation of the policies and procedures.

Job Requirements:**Educational Requirements:**

- Minimum Education Required: Associate degree in accounting or related field or two years equivalent experience
- Preferred Education: Bachelor's degree in accounting or related field

Experience:

Minimum Experience:

- 2 years bookkeeping and payroll processing experience

Preferred Experience:

- 5 years bookkeeping and payroll processing experience
- non-profit accounting experience
- knowledge of performing arts procedures and practices

Knowledge, Skills & Abilities:

- Excellent computer skills; proficient in Quickbooks, Microsoft Office and Excel. Aptitude to easily learn new software applications
- Strong verbal and written communications skills; ability to communicate with a broad range of stakeholders
- Strong organizational and time management skills with the ability to multitask and reprioritize
- Strong interpersonal and collaborative skills
- Ability to quickly identify and provide recommendations on issues
- Highly motivated and calm under pressure

Language Requirements, other than English: Not Applicable

Licenses or Certifications: Not Applicable

Travel Requirements: Not Applicable

Physical, mental demands and working conditions:

- An employee in this position works in an office environment. Office equipment will be operated as part of this job.
- The position frequently requires the employee to communicate well with others both inside and outside the theater (e.g., in person, via telephone, via email).
- The employee must be able to understand, interpret and analyze data, solve problems, concentrate, research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is required to move throughout the workplace, sit, possess gross motor skills, reach with hands and arms, communicate effectively, and see, talk and hear.

The New Hazlett Theater is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employment may be contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

TO APPLY: Send resume with cover letter, salary history, and three professional references to Rebecca McNeil, Chief Financial Officer via email to rmcneil@artscohort.org. No phone calls please. relocation expenses provided.