



BUSINESS & FINANCE MANAGER

Passionate about the arts in our community? Looking to make a change and a difference? We're looking for someone like you. Our Business & Finance Manager actively supports operations in the areas of financial administration, budgeting, reporting, human resources administration, and staff training.

New Hazlett employees must embrace the theater's mission to create dynamic art through innovation and collaboration. We provide vital resources to creators from diverse backgrounds to enrich our cultural community and its goal to respect and present diverse artists and ideas. We are committed to eliminating bias with regard to race, sex, gender expression, sexual orientation, ability, heritage, culture, religion and tradition, both on stage and off. Our staff must work to further this commitment, and will help interrupt behaviors that impede our DEAI efforts.

Essential Duties & Responsibilities:

Finance (approximately 40% of duties) - duties include, but are not limited to:

- 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.
- Budgeting: work with staff to monitor performance to annual budget; project future activity; work with Executive Director and CFO to develop annual budget.
- Reporting: prepare monthly financial reports for CFO and Finance Committee 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, process 1099s annually
- Development: prepare grant budgets and reports; track all grant and pledge activity; ensure proper treatment of cash and pledges received; coordinate all financial reporting requirements related to grant proposals
- Other: assist CFO in developing financial policies and procedures; assist with the creation and upkeep of an accounting policies and procedures manual; assist in implementation of financial policies and procedures; ensure confidentiality of all customer and vendor information; review pricing structure and make recommendations; maintain banking relationships

Human Resources (approximately 30% of duties) - duties include, but are not limited to:

- Payroll: ensure timely and accurate transmittal of semi-monthly payroll to outside payroll service, including pay rates and timesheet review; record payroll expense to the general ledger and to appropriate projects; prepare various payroll and tax documents
- Benefits: prepare benefit enrollment forms, complete unemployment forms and calculate costs, file workers' compensation claims; track employee sick days and vacation time; coordinate review and selection of benefits package
- Compliance: maintain employee policy manual; maintain oversight and ensure compliance to Theater policies and procedures; prepare job descriptions; ensure compliance with labor law

- Personnel: maintain employee personnel files and subcontractor files; ensure confidentiality of all employee information; maintain organizational chart
- Staff training: coordinate semi-annual staff safety training sessions

Other Business functions (approximately 30% of duties) – duties include, but are not limited to:

- Loss prevention: coordinate monthly bar and supply inventories and semi-annual theatrical equipment inventory
- Insurance: ensure that all coverage is adequate and current; negotiate rates; file claims
- Business Planning: gather required data to analyze potential strategic business initiatives
- Strategic Planning: coordinate semi-annual strategic plan review with board and staff
- Other: understand and stay current with all programming initiatives, particularly as they pertain to Theater finances

Our job descriptions are general overviews. If you feel passionate about the arts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

JOB REQUIREMENTS

Experience:

Minimum Experience:

- 3-5 years accounting/business experience, including reporting and payroll processing
- familiarity with the administrative requirements of human resources

Preferred Experience:

- 5+ years accounting/business experience
- non-profit accounting/business experience
- knowledge of performing arts procedures and practices

Knowledge, Skills & Abilities:

- High-level accounting skills and administrative expertise needed to conduct financial analyses, forecast budgets and audit financial information
- Excellent computer skills; proficient in fund accounting software, 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
- Must be willing and able to make decisions on behalf of the Theater with confidence.

NOTE: Full Covid-19 vaccination is required, barring a legal exemption

Travel Requirements: Access to reliable transportation

Physical, mental demands and working conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- 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 work in a theater environment, 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, and research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and coordinate with multiple individuals to complete essential tasks.
- An employee in this position is required to move throughout the workplace, write and/or type and communicate effectively.

Working Hours: Flexible schedule; requires one evening or weekend shift each week

Compensation: Salary range is \$50,000-\$55,000 dependent upon experience. Additional benefits include a comprehensive benefit plan offering health and vision insurance, disability insurance, life insurance, and paid time off.

The New Hazlett Theater is proud to be an Equal Opportunity Employer, and we encourage people from underrepresented backgrounds to apply. We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable laws.

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, and three professional references to René Conrad, Executive Director via email to rconrad@newhazletttheater.org. No phone calls please. Applications will be accepted until the position is filled.