

CONTROLLER

The Public Theater seeks a Controller who is responsible for ensuring effective and timely financial, tax and accounting practices for the entire organization. Oversees and implements financial management systems and internal control procedures in accordance with GAAP principles for nonprofit organizations. Implements and maintains cost control policies and compliance with the requirements of private grants, as well as government contracts, rules and regulations. Supervises Staff Accountant and Finance Associate.

Accounting and Finance

- Oversees the organization's accounting functions, including maintenance of the accounting software, chart of accounts, accrued revenue and expenses, documentation of estimates, assumptions and procedures, and the scheduled review and closing of the books.
- Manages and oversees all disbursements, ensuring accurate and timely processing of accounts payable, petty cash, employee expense reports, cash control, payroll accounting, and taxes.
- Manages accounts receivable activities to ensure accurate and timely processing of all components including pledges, billings and cash receipts.
- Oversees reconciliation of GL to other administrative systems.

Reporting

- Analyzes financial results in order to provide an understanding of the organization's financial performance.
- Compiles regular Board and management summaries and reports regarding financial results, budget vs. actual, and various financial scenarios.
- Issues monthly reports to departments detailing program and administrative expenses.
- Manages financial closeout and reporting of grants in accordance with grant requirements.

Audit and Tax

- Manages annual audit processes and preparation of audited financial statements.
- Coordinates audits by donors, banks, insurance companies, Department of Labor, etc.
- Establishes and maintains controls to ensure the integrity of all systems, processes and data.
- Assures compliance with tax provisions, including the accurate and timely completion and filing of all tax forms such as 990, 990-T, 941, 5500, 1096 and 1099s.

Budget

- Participates in the preparation of the organization's annual budget and monthly updates. Analyzes spending rates.
- Prepares monthly progress reports and follows up with departments as needed to ensure accuracy of actuals.
- Partners with Production and Marketing departments to reconcile show budgets vs. actual results.

Treasury

- Maintains and oversees reconciliation of bank and investment accounts. Monitors bank and credit card fees.
- Coordinates investment activities, acting as liaison with investment managers, security traders, and banks.
- Reviews and analyzes cash flows, recommending use of cash reserves and line of credit if necessary.

Risk Administration

- Primary liaison to insurance broker for day-to-day business needs (certificates, filing claims).

Human Resources Support

- Support administration of HR by working closely on shared matters with the HR Manager, such as pension accounting.

Requirements:

- Bachelor's degree in Finance or Accounting (Master's degree preferred), or equivalent combination of education and experience. CPA certification highly desirable.
- Minimum of 5 years of demonstrated, solid accounting experience, preferably in nonprofit sector.
- Excellent data management and reporting skills coupled with strong analytical and budgetary experience required.
- Expert knowledge of financial strategies, systems, processes and regulatory obligations.
- Experience working with grants.
- Exemplary attention to detail and organizational skills. Demonstrated ability to multitask and manage various priorities and projects in a deadline-oriented environment.
- Ability to maintain effective working relationships within the Finance department and other departments. Ability to handle financial information with discretion.
- Excellent written and verbal communication skills.
- Technical skills: Highly competent in online and electronic banking. Highly skilled in Microsoft Office Suite, especially Excel and Powerpoint. Demonstrated high-level proficiency with accounting software required; knowledge of Financial Edge and Concur preferred. Experience with Tessitura is a plus.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act. Position is available immediately.

Please send cover letter and resume to: jobs@publictheater.org

03/13/2018