

Embassy Theatre Foundation, Inc.

Job Description

Job title: Finance Director
Reports to: President & CEO
Classification: Exempt, Full-Time
Salary range: Starting at \$65,000

General Description:

Directs the Embassy's nonprofit financial policies and monthly reporting. This includes management of the operating and capital budgets and annual external audit and related GAAP audit reports for monthly finance committee meetings and subsequent board of directors meetings.

Duties and responsibilities:

- Prepares monthly closes of financials, including accruals and prepaids.
- Finalizes and provides oversight for payroll, working with the COO and CEO.
- Prepares short- and long-term budgeting and forecasting and profitability analysis; monitors cash flow
- Prepares and maintains timely and accurate financial statements and reports for the CEO and board finance committee.
- Provides suggestions for improved efficiencies, streamlined processes and other areas of financial management.
- Develops, implements and ensures compliance with internal financial and accounting controls, policies and procedures.
- Coordinates preparation of all documents, schedules and reports for the annual audit and assists the external auditors as needed.
- Prepares month-end adjustments and reconciliation of accounts.
- Completes thorough review of all show settlements and confirms adequate processes are in place throughout the organization to accurately capture show transactions.
- Files all local, state and federal reports as required.
- Works closely with the CEO and other senior staff to coordinate the internal budget process to include creating budget timelines, providing budget templates, reviewing budget documents and summarizing budget data into overall operating and capital budgets that are provided to the finance committee for approval.
- Is familiar with a variety of the field's concepts, practices and procedures.
- Reviews financial statements with management personnel.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: Bachelor's degree in finance or accounting and at least five years related experience required. Skilled in Microsoft Excel, Outlook and QuickBooks Online required. Nonprofit and Bill.com experience preferred.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and evening work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental, vision and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holiday and sick days.