

Budget Analyst

The Public Theater seeks a motivated and savvy Budget Analyst to deliver effective and accurate budget generation and analysis to support the emerging intricacy of a growing organization. Reporting to the Director of Finance, the Budget Analyst will maintain the institutional budget, manage budget reporting and will utilize technology to drive accurate, timely, and informed decision making.

Accountabilities

- Manage and update the organization's institutional budget, including earned and contributed revenue, along with program and overhead expenses
- Collaborate with Human Resources to manage and maintain the organization's salary budget including wage, tax, and benefit budgets
- Enhance and refine budget processes and procedures by evaluating and assessing current methods
- Conduct reviews of budget data and provide appropriate recommendations for corrective action when necessary
- In collaboration with department heads, monitor departmental and programming budget performance, analyze and report on variances and trends on a monthly and quarterly basis
- Maintain an open dialogue with colleagues and senior leadership to ensure the timely exchange of financial information
- Assemble accurate financial data for presentation to senior leaders to make critical decisions; organize results of analyses into coherent written or graphical reports and presentations for use by management
- Assist with forecasting and multi-year budget modeling activities
- Prepare other periodical and special reports as needed.

Requirements

- Bachelor's degree in Finance or Accounting or equivalent combination of education and experience (Graduate degree preferred)
- Minimum of 3-5 years of demonstrated, solid finance experience, preferably in nonprofit sector
- Attention to detail, strong mathematic skills and the ability to think critically required
- Excellent data management and reporting skills coupled with strong analytical and budgetary experience required
- Expert knowledge of financial strategies, systems, processes and regulatory obligations
- 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 strong working relationships within the Finance department and with other departments
- Ability to explain financial data and analysis to those with a non-financial background
- Ability to handle financial information with discretion
- Excellent written and verbal communication skills
- Technical skills: Highly skilled in Microsoft Office Suite, especially Excel. Demonstrated high-level proficiency with accounting software required; knowledge of Financial Edge preferred. Experience with Budget Software 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.

Position is available immediately. Please send cover letter and resume to: jobs@publictheater.org