

FINANCE ASSISTANT

The Public Theater seeks a motivated and savvy Finance Assistant to support the daily operations of a high-volume department. Reporting to the Director of Finance, the Finance Assistant supports the Finance Team with data entry and office upkeep, the Accounts Payable cycle, miscellaneous journal entries, and office organization.

Accountabilities

Data Input

- Journal entries into accounting software (Financial Edge), including but not limited to: Box Office Statements, Contributed Revenue, and Cash Management
- Revenue reconciliation for Joe's Pub and Downtown Productions
- AP entry and full cycle processing for 30+ Union benefit payments weekly

Filing & Office Management

- Sort and distribute Accounts Payable checks (250+ payments weekly)
- File Accounts Payable and Journal Entries

Assist with general accounting and finance duties

- Support bank and cash reconciliations, and miscellaneous journal entries
- Maintain monthly uncashed checks tracker and postage allocation
- Reconcile Corporate Business accounts, Credit Card accounts, and Petty Cash banks
- Generate invoices and update Accounts Receivable tracker

- Serve as backup for Finance Associate when sick or on PTO
- Act as a line of communication with vendors
- Basic scheduling
- Other Finance tasks as assigned

Requirements

- One year of basic office experience preferred
- Technical skills: familiar with online banking; Excel; accounting software; experience with Financial Edge and SAP Concur a plus
- Excellent organizational skills
- Good understanding of Public Theater mission, strategies, and programming
- Project management skills: prioritization, attention to detail

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 a Non-Exempt position, according to the Fair Labor Standards Act and available immediately. Please send cover letter and resume to: jobs@publictheater.org