

FINANCIAL CONTROLLER

The Public Theater seeks a Financial Controller who is responsible for overseeing the integrity of and transforming the “record to report” financial management systems, internal control procedures and financial resources.

Director / Financial Controller

Job Status: Exempt

Department: Finance

Employee Type: Full-Time

Effective Date: March 31, 2022

Direct Report(s): 2 -4 FTEs

Scope: Company-wide e2e financial controls

Accounting and Finance - Oversees the organization’s accounting functions

- Procure to pay – incurring services and expenditure to cash disbursements
- Revenue cycle – Grants, contributions, fundraising commitments to cash received and revenue recognition
- Financial closing process:
 - Chart of account and Financial Edge GL and module maintenance,
 - Financial closing cycle process, controls target dates, and responsibilities,
 - Standard/non-standard journal entry monitoring
 - Accruals, estimates and assumption documentation
 - Account reconciliations

Financial process documentation – maintains, in some cases creates, and updates policies and procedures

- Standard Operating Procedures (“SOP”)
- Accounting Policies

Reporting – Maintains the financial integrity to support actual to budget / forecast financial reporting and analysis

- Partners with the Financial Planning and Analysis (“FP&A”) head
- Analyzes financial results to provide an understanding of the organization’s financial performance.

Audit and Tax – Coordinates and is responsible for audit and external tax relationships

- 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, and 5500.

Treasury – Responsible for cash management and banking relationships – efficient use of banking capabilities and procedural coordination

- 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 – Responsible for the insurance broker relationship

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

Cross functional coordination and support – Partnering with cross functional colleagues in administrative areas such as payroll, pension accounting, resource on / off boarding

Requirements:

- Bachelor's degree in Finance or Accounting, or equivalent combination of education and experience.
- 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.
- 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 cross functional 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 and Concur are 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

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