



425 Lafayette Street
New York, NY 10003

CHIEF FINANCIAL OFFICER

The Public Theater seeks a Chief Financial Officer to oversee all finance and accounting activities, including, but not limited to overseeing the integrity of the record to report processes and controls through the Financial Controller and Financial Planning and Analysis functions.

Job Status: Exempt

Department: Finance

Employee Type: Full-Time

Effective Date: March 31, 2022

Direct Report(s): 6 FTEs
controls

Scope: Company-wide e2e Strategic Finance leadership, processes &

Strategic Partnership

- Partner with the Executive Director to pursue the organizational mission and objectives, including taking responsibility to prepare and advising on the 10-year financial plan, the capital campaign designed to significantly increase contributed revenue, and the organization's financial performance.
- Cross functional coordination and support – Partnering with cross functional colleagues in administrative and front office areas to assess process and control enhancements, and strategic objectives.
- Prepare and present financial reports, strategic analysis to senior leadership, Board of Directors, Audit Committee, and other organizational governance committees.

Team Management – Direct and cross functional

- Lead a Finance and Accounting team of approximately 6 FTEs.
- Communicate a compelling vision and strategy for the finance function as well as the team and individual goals to drive successful execution of that strategy.
- Manage and mentor a highly effective and diverse team to achieve ambitious results, supporting a high standard of excellence and accountability.
- Support team members' learning, development, and career growth.
- Build a team culture of optimism, excellence, transparency, and adaptability in a rapidly changing environment.

Financial Controls – Oversees and transforms where appropriate, the organization's accounting and finance processes and control framework

- 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, controls, coordination and timetable:
 - 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
- Finance governance culture - Foster a culture that encourages both growth and innovation and supports diversity, equity and inclusion throughout the organization and the work.

Shape an organization-wide culture of financial accountability, empowering leaders to take ownership of their team's budgeting and financial needs.

Financial Planning and Analysis – Maintain the financial integrity to support actual to budget / forecast financial reporting and strategic analysis

- Develop and manage dynamic financial and business planning models, along with performance metrics, that drive the development of monthly and quarterly reports and the annual budgeting process.
- Recognize and anticipate opportunities and challenges related to financial systems and processes.
- Analyzes financial results to provide an understanding of the organization's financial performance.
- Presents strategic financial analysis such as projections, investments, capital projects, and operating and long-term liquidity.

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

- Oversees the 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 financial systems, processes, controls, 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 – Oversees the cash management and banking relationships – efficient use of banking capabilities and procedural coordination

- Assures current reconciliation of bank and investment accounts.
- 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).

Requirements:

- Demonstrates leadership skills to manage and mentor finance resources, build consensus among cross functional teams, and be the confidant of the Executive Director.
- Possesses a high level of integrity and ability to lead by example.
- Possesses executive presence to interact and present to senior leadership, Board of Directors, Audit Committee and other governance committees.
- Embraces high exposure and critical organizational objectives.
- Possesses expert knowledge of financial strategies, systems, processes, and regulatory obligations.
- Achieved a minimum of 10 years of demonstrated, solid accounting experience, preferably in nonprofit sector.
- Possesses excellent written and verbal communication skills.
- Achieved Bachelor's degree in Finance or Accounting, or equivalent combination of education and experience.
- Possesses a high level of data management and reporting skills coupled with strong analytical and budgetary experience required.
- Maintains an exemplary attention to detail and organizational skills. Demonstrated ability to manage various priorities and projects in a deadline-oriented environment.
- Technical skills: Knowledge of nonprofit US GAAP accounting and financial reporting. Experience with cutting edge technology and best in class processes and controls.

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.

As a condition of employment, the Public will require all employees who report to work on site (either at the Public Theater or any other workspace or performing location) to be up to date with their COVID-19 vaccine and booster. The Public will provide exceptions only for employees with an approved medical or religious exemption.

Please send cover letter and resume with subject line “Chief Financial Officer” to: jobs@publictheater.org

About The Public:

The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation’s first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public’s wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City’s five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe’s Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda and John Leguizamo’s Latin History for Morons. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. Publictheater.org.