



JOB DESCRIPTION: Director of Finance

Rev. 02/2023

Job Title: Director of Finance

Reports to: Managing Director

Department: Finance

FLSA Classification: Full-Time, Exempt

Wage/Compensation Range: \$110,000-\$120,000/year, insurance, paid time off, and paid holidays provided

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Director of Finance will join the senior operations team to oversee and manage all financial systems of Goodspeed Musicals with an annual budget of approximately \$14M. A colleague who values collaboration, enjoys process improvement, and excels at project management, the incumbent will work to advance the mission, vision, and values of one of America's leading musical theatres.

The Director of Finance has the primary responsibility for Goodspeed Musicals' finance operations, including day-to-day accounting processes and financial reporting. This position reports to the Managing Director and partners with senior management and a dedicated finance team to ensure the organization's overall financial health through the creation and monitoring of detailed budgets and forecasts, seeking to improve and maintain the financial health of the organization. Key duties include, but are not limited to the following:

Duties & Responsibilities:

- Develop, monitor, and reforecast the annual operating budget with department heads, General Manager and Executive Office.

- Supervise the preparation of monthly, quarterly, and annual reports for Executive Office, Finance and Investment Committees, and Board of Trustees; including P&L, balance sheet, cash flow, department and show reports, and others as assigned.
- Supervise accounts payable, accounts receivable, payroll processing and benefits management.
- Manage annual audit, 990 preparation, and state charitable registrations, ensuring compliance with GAAP as needed.
- Manage cash flow, cash balances, short-term investments, and all banking relationships.
- Oversee monthly close process, reviewing general ledger accounts for accuracy and posting errors.
- Serve as Plan Sponsor of the organization's retirement plans.
- Liaise with third-party on all matters associated with organization's endowment.
- Function as the staff liaison to the Finance and Investment Committees of the Board of Trustees, including minute taking and agenda/materials preparation.
- Serve as liaison/thought-partner with outsourced bookkeeping provider on weekly and monthly tasks.
- Other duties, as assigned.

Qualifications:

- 5+ years of experience in non-profit accounting, including financial reporting, accounts payable, accounts receivable, payroll, and general ledger experience.
- Experience leading and preparing non-profit organization through annual audit process.
- Supervisory experience with particular focus in the non-profit arena; arts-related work preferred but not required.
- Advanced proficiency using Quickbooks accounting software.
- Bachelor's degree in Accounting or equivalent combination of education and experience.
- CPA certification and/or an MBA, preferred.
- Proficiency with Microsoft Office suite, including word processing, spreadsheets and presentation applications.
- In-depth knowledge of general accounting concepts and practices (GAAP).
- Ability to effectively present complex financial information and respond to questions from Executive Office, department heads, colleagues in the field, and Board of Trustees.
- Excellent organization and anticipation skills with a demonstrated ability to plan and manage multiple priorities with strict deadlines.
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.

- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.
- Kindness, confidence, sense of humor and a generous spirit.

How to Apply

Please send a cover letter, resume, availability, and list of three references to jobs@goodspeed.org with the subject line "Director of Finance."