

## ASSOCIATE DIRECTOR OF FINANCE AND OPERATIONS

### DESCRIPTION

Le Petit Theatre du Vieux Carré, a 501(c)3 organization, is passionately dedicated to presenting the highest quality theatrical performances to entertain and educate the diverse population of the region and enhance the economic vitality of the greater New Orleans area. By offering a full season of contemporary and classic dramas, comedies, musicals, and children's productions, as well as master classes and special events, the theatre embraces the work of the city's professional artists both onstage and backstage, all the while nurturing and mentoring up-and-coming talent with its array of outreach programs.

Le Petit is currently seeking an Associate Director of Finance and Operations to oversee the daily financial activities and operations of a theatre that produces a five-show subscription season plus additional off-subscription and educational programming. Reporting to the Executive Director, the position shall oversee accounting, payroll, and general bookkeeping.

### About the role:

The Associate Director of Finance and Operations will work closely with the Executive Director, Artistic Director and an outside Finance Consultant on creating and maintaining sound financial policies and plans to move the organization forward as it develops new programming and a comprehensive education program. The position is responsible for day to day operations in the finance department including general accounting, cash flow management, projections, and budgeting.

### Duties of the role include:

- Accounts Payable/Accounts Receivable oversight.
- Bank and Credit Card Reconciliations.
- Month-end closing functions
- Cash flow statements and income and expense projections.
- All payroll activities, including timesheets, taxes, withholdings and other deductions.
- Recording cash receipts and other daily accounting transactions.
- Assisting in the creation and tracking of the annual budget
- Conducting periodic reconciliations of all accounts to ensure their accuracy.
- Maintaining the petty cash fund
- Assisting in the preparation of financial statements
- Gathering information for the annual independent audit and all required tax filings in collaboration with external auditors/ CPAs.
- Preparing reports and financial proposals for government and other funders.
- Personnel benefits administration.
- Oversight of IT functions.

While this is intended to be an accurate description of the job, this is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the position, and may require that other or different tasks be performed as necessary and assigned.

Qualifications:

- Experience or interest in the theatre or entertainment industry.
- Bachelor's degree in accounting, finance, arts management or related degree.
- A minimum of three years' experience in financial management and accounting, ideally in the nonprofit sector.
- Solid bookkeeping skills with an understanding of accounting principles and the preparation of financial statements. Experience with the special requirements of non-profit accounting, including the tracking and reconciling of temporarily restricted assets, and audit requirements.
- Computerized accounting skills required, including fluency in QuickBooks and MS Excel, familiarity with Raiser's Edge or other donor-related software a plus.
- Excellent verbal and written communication ability as well as strong analytical skills.
- Self-starter, reliable and exceptionally well-organized person who can work independently as well as part of a team.

This is a full-time position. Regular office hours are M-F 10am–6pm. Occasional evening and weekend work required. Competitive starting salary and benefits package.

Le Petit Theatre is committed to fostering an inclusive environment both onstage and off. We are actively seeking talented applicants from all ethnicities, races, and backgrounds. LPT is an equal opportunity employer and encourages all to apply.

Applicants should send a cover letter with minimum salary requirement, resume, and references to [Jobs@LePetitTheatre.com](mailto:Jobs@LePetitTheatre.com).