



Position Posting: DIRECTOR OF FINANCE & PAYROLL

City Theatre Company, Pittsburgh's leading professional theater dedicated to new plays, seeks to hire a Director of Finance & Payroll. This full-time, senior staff position will oversee the financial operations of this 46 year old, \$3 million (pre-Covid) nonprofit organization located on the South Side.

Principle responsibilities and duties include, but are not limited to:

- Manage the weekly and bi-weekly payroll processing (Paylocity);
- Ensure timely and accurate payroll tax filings, including year-end tax documents (1099s and W2s);
- Work closely with Managing Director to manage Human Resources needs and serve as organizational payroll benefits administrator;
- Maintain staff (full-time, part-time, and temporary) HR files, and be key resource to employees on benefits and status;
- Work closely with development staff to ensure accurate recording and restricting of grants and individual pledges as well as ticketing office to reconcile sales activity (Tessitura);
- Manage daily financial operations (QuickBooks), including accounts receivable/payable and account reconciliations (credit card and bank accounts);
- Work closely with independent auditing firm for annual audit, financial statement review, and IRS-990 (and state) filing;
- Staff the board finance committee and include monthly reports such as P&L, budget re-forecasting, balance sheet, and cash flow;
- Work closely with Managing Director and finance committee in development of the annual budget and work closely with other departments to ensure up-to-date tracking of budgets and projections;
- Provide policy and financial accounting recommendations to board and senior staff, including best practices and regulatory changes.

The successful candidate will demonstrate:

- A strong working knowledge of nonprofit financial practices, including FASB, and previous experience working with a 501(c)3 organization in financial management;
- Expert knowledge of QuickBooks and Microsoft Excel, and experience with third-party payroll platforms. Strong technology acumen is highly sought;
- A commitment to collaboration and the organization's values, which include a dedicated focus on Equity, Diversity, Inclusion & Accessibility (employees are expected to engage in professional training related to the organization's anti-racism commitments);

- The ability to adapt to a fast-paced office environment (with a small, but mighty, staff) which is currently working remotely due to the pandemic. Some in-office hours are still necessary weekly;
- A love of numbers and data analysis;
- An enthusiasm for the arts.

Reporting & Compensation:

The position reports directly to the Managing Director. It is a full-time, exempt position and has an annual salary range of \$46,000 - \$53,000, plus a competitive benefits package.

ABOUT CITY THEATRE:

Founded in 1975, City Theatre is in its 46th season as Pittsburgh's home for bold new plays. Located in the historic South Side on its four-building cultural campus, the company produces a season of regional and world premieres; its renowned Young Playwrights Festival, now in its 21st year; a season-long reading series of new works in progress; and the annual Momentum Festival. City Theatre's **mission** is *to provide an artistic home for the development and production of contemporary plays of substance and ideas that engage and challenge a diverse audience.* Its **vision** is *to be the best mid-sized theater in America.* Organizational **Core Values** are: *Community; Collaboration; Equity, Diversity, Inclusion & Accessibility; and Creativity.*

With an annual average operating budget of \$3 million, City Theatre is the largest performing arts organization not located in Pittsburgh's downtown Cultural District and is a constituent and core member of the League of Resident Theaters (LORT), Theatre Communications Group (TCG), and the National New Play Network (NNPN). Marc Masterson returned as Artistic Director in July 2018, after an 18-year absence, to join Managing Director James McNeel as co-leaders of the organization. It is governed by an engaged board of 21 community volunteers (Alex Condron, board president).

Like all almost all arts organizations, City Theatre was forced to halt its 2019-2020 season in the middle of March due to the Covid-19 national crisis. Its modified 46th season began in September with a reimagined line-up of shows, including the creation of a live, outdoor drive-in theatrical experience (making City Theatre one of just a few organizations nationwide to find a safe way to perform before in-person audiences) as well as a suite of original digital content.

City Theatre is an Equal Opportunity Employer. In building an equitable work environment, the organization values diverse backgrounds, perspectives, and skill sets. It does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. City Theatre is committed to building a team that reflects its values and encourages all interested candidates to apply.

To apply, submit cover letter and resume to James McNeel, Managing Director, at: jmcneel@citytheatrecompany.org. No phone calls. For more information about City Theatre, visit CityTheatreCompany.org.