

TWO RIVER THEATER

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TWRIVERTHEATER.ORG

DIRECTOR OF FINANCE

Job Description

The Director of Finance has the primary responsibility for financial operations, including day-to-day accounting processes, financial reporting, cash flow analysis, annual budget preparation, oversight of endowment activities and management of the organization's annual audit. Reporting to the Managing Director, this senior position partners with the theater's leadership in strategic planning to strengthen and protect the theater's long-term financial position. The Director of Finance is responsible for supervising the Staff Accountant.

Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.

Key Responsibilities:

- In collaboration with the Managing Director (MD), develop, monitor, and reforecast the annual operating and capital budget with department heads.
- Prepare monthly, quarterly and annual reports for various components of the organization including, but not limited to, Board Finance and Endowment Committees, Board of Trustees and department heads. Reports include P&L's, balance sheet, Endowment report(s) and others as needed and/or assigned.
- Serve as staff liaison to the Finance and Endowment Committees of the Board of Trustees.
- Prepare financial information for grant applications and other institutional reports as needed.
- Prepare Government reports when required (CES, SBA and more).
- Administer commercial insurance policies, including general liability, property, directors and officers and workers compensation, including premium audits.
- Supervise accounts payable, accounts receivable, and payroll processing.
- Oversight of daily deposit procedures and monthly account balancing and reconciliation.
- Manage, further develop and implement internal controls for cash-related activities and all accounting functions.
- Manage annual audit, prepare necessary documents and schedules with the outside audit firm and the Finance/Audit Committee of the Board of Trustees.
- Ensure compliance with federal and state charitable registrations, and with GAAP as needed.
- Educate and assist department heads on department financial management, results and budget variances.
- Manage cash flow, cash balances, short-term investments, long term investments and all banking relationships and other financial vendors.
- Maintain electronic, paper files and records in accordance with best practice retention standards.
- In collaboration with the MD and outsourced human resources firm, manage the HR resource/needs of the organization, including TRTC's health and dental plans and the 403(b)-pension plan.

- Oversight of staff vacation and PTO tracking (via online time clock platform)
- Work closely with the Director of Facilities and MD to oversee theater facility operations.
- Provide leadership and logistical support for special projects as needed.
- Perform all work in a manner that is consistent with Two River's core values, including our commitment to Equity, Diversity and Inclusion (ED&I), and contribute to the goal of creating a more equitable, diverse and inclusive organization by participating in various staff and organizational ED&I initiatives.

Required Skills/Experience:

- 5+ years of experience in financial management. Non-profit performing arts experience preferred.
- Experience leading and preparing an annual audit process.
- Proficiency with QuickBooks and MS Office software (Excel/Word/Outlook) required.
- Ability to make decisions and act within established policies and procedures
- In-depth knowledge of general accounting concepts and practices (GAAP).
- Attention to detail and ability to effectively present complex financial information and respond to questions from leadership, staff, colleagues in the field and the Board of Trustees.
- Keen understanding of non-profit finance practices.
- Proficiency with defining problems, collecting data, establishing facts, and drawing valid conclusions
- Excellent organization and anticipation skills with a demonstrated ability to plan and manage multiple priorities with strict deadlines
- Strong interpersonal skills, including the ability to exhibit tact and grace in stressful situations and to demonstrate resilience in times of shifting priorities.
- Excellent verbal and written communications skills
- Proof of full Covid vaccination

Compensation: Salary \$85,000 - \$90,000. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403 (b) retirement plan.

To Apply: Candidates should submit a cover letter (include where you saw this job posting), detailed resume and a list of 2-3 references to Michael Hurst, Managing Director at mhurst@trtc.org No phone calls please.

Subject line should read: Director of Finance

Position start date: On or about December 1, 2021

About Two River Theater

Two River Theater is a non-profit organization located in the vibrant Jersey Shore community of Red Bank NJ. Two River is committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community. Anyone who joins our collaborative and fun team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

Mission

We create great American theater by developing and producing new works and world masterpieces that most richly direct our gaze to the life of the human spirit. We cultivate an audience that cherishes the intimate joy of theater, enriched when shared by a community of others.

Vision

To be a theater whose work contributes to the canon of world theater and is a vital cultural resource for our community.

Core Values

Artistic Excellence: We nurture and challenge the visions of adventurous theater artists. Our commitment to the artistic process is sustained over time through an investment in people, their creative process, and our dedication to the highest artistic standards.

Education and Community Engagement: We make our theater a welcoming resource for all. We create engagement programs and partnerships that encourage all voices to come together in conversation around the stories we tell. We invest in the next generation of artists and audiences by introducing students and lifelong learners to the possibility and adventure that theater brings to our lives.

Equity, Diversity and Inclusion: We believe that the essence of theater is democratic: it invites us to encounter, consider and perhaps adopt other points of view, if only for a brief time in a darkened theater. We aspire to build an environment in which artists, audiences, employees, and Board members from different backgrounds and experiences together form an institution that is equitable, diverse, and inclusive.

Operational Excellence: We dedicate ourselves to the highest standards in our governance, management, operational, and financial practices. We are committed to developing and retaining an experienced and accomplished staff, an engaged and informed Board of Trustees, and a working environment that attracts staff, volunteers, and artists of the highest caliber.