

# Finance & Operations Director

## DESCRIPTION

Central Square Theater is looking for a skilled administrator with a passion for live theater to manage all aspects of the financial operation and oversee administrative functions of this newly constructed theater arts complex which offers performances and educational programming, and includes a black box theater, studio theater/rehearsal hall, and support spaces. Responsibilities include but are not limited to: overseeing the theater's \$1.3 million dollar operating budget, as well as all program budgets for its theaters in residence (Underground Railway Theater and The Nora Theatre Company), financial forecasting and cash flow management, Accounts Payable and Accounts Receivable, inputting General Journal Entries, generating financial reports, assisting Finance Controller with yearly auditing process and other projects, supervising Office Manager and Front-of-House staff, managing the day-to-day operations of the theater and assisting the Executive Director on various projects.

## REQUIREMENTS

Bachelor's degree required, Master's degree is preferred. 3-5 years of experience in non-profit operations, administration or finance required. The candidate must have a strong understanding of non-profit accounting principles and have excellent communication and writing skills. Knowledge of Quickbooks Non-profit software and Excel is preferred. Candidate must be detail-oriented, organized and have an understanding of theater/non-profit operations. Candidate should also be able to multi-task, work independently, and have both a sense of humor and an appreciation for the arts.

**Salary:** Commensurate with experience.

**To Apply:** Please email a resume and cover letter to Tracey Clarke at [hr@centralsquaretheater.org](mailto:hr@centralsquaretheater.org) no later than March 22, 2010. No phone calls, please.

**Central Square Theater** ("The Employer") is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.