



Position Overview: Accounting Manager

The Accounting Manager is responsible for supporting all financial operations of the Playhouse, ensuring accurate financial reporting and compliance with accounting standards. This position will supervise the finance team, providing guidance and support to ensure efficient and effective financial management. The Accounting Manager is a full-time, exempt position with benefits.

Salary Range: \$65,000-\$75,000

Position Responsibilities

-Financial Management & Reporting: Oversee the preparation, timeliness, and accuracy of all financial reports, including monthly financial statements, balance sheets, and annual audit documents. Ensure compliance with all applicable accounting standards and regulations.

- General Ledger & Account Management: Maintain the general ledger and permanent and restricted asset schedules, ensuring that all transactions are recorded accurately. Reconcile general ledger accounts regularly and ensure proper documentation is maintained.

- Budgeting & Forecasting: Prepare regular financial projections and provide insights to support strategic decision-making.

- Grant & Endowment Reporting: Manage financial reporting related to grants and endowments, ensuring all requirements are met and reports are submitted in a timely manner.

- Supervision & Team Leadership: Supervise and mentor a team of finance professionals, including a full-time finance associate and a full-time office administrator.

- Audit Preparation: Lead the preparation of documentation and schedules for the annual audit. Serve as the main point of contact for external auditors, ensuring timely and accurate completion of the audit process.

- Internal Controls & Compliance: Maintain accounting procedures and internal controls. Regularly review policies and make recommendations to Managing Director on enhancements to operational efficiency and to ensure compliance.



- Liaison Role: Act as the principal liaison with Endowment Fund managers and other financial partners, facilitating communication and ensuring alignment with the Playhouse's financial goals.
- Tax Compliance: Assist in the preparation of tax filings, including the annual 990 return, ensuring compliance with all federal, state, and local tax regulations.
- Other Duties: Perform other related duties as required or assigned by the Managing Director.

Competencies

- Education & Certification: Bachelor's degree in accounting, finance, or a related field required; CPA or equivalent professional certification preferred.
- Experience: Minimum of 3 of experience in accounting. Experience in not-for-profit accounting is highly desirable.
- Technical Skills: Proficiency in accounting software and Microsoft Office applications, particularly Excel. Familiarity with ActivityHD and Tessitura is a plus.
- Leadership & Management: Strong leadership and team management skills. Ability to motivate and develop staff, delegate tasks effectively, and manage performance.
- Analytical & Problem-Solving Skills: Strong analytical abilities, with a keen attention to detail. Ability to analyze complex financial data and provide actionable insights.
- Communication Skills: Excellent verbal and written communication skills. Ability to explain financial concepts to non-financial stakeholders and build strong working relationships.
- Confidentiality & Ethics: High level of integrity, with the ability to handle sensitive information confidentially and ethically.
- Appreciation for the Arts: A passion for the performing arts, particularly theater, is preferred.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.



To Apply:

Qualified candidates should submit a cover letter, resume and references to Abby Marcus, Managing Director at abby.marcus@cincyplay.com and cc: Dawn Mundy, Director of HR, Equity & Inclusion at dawn.mundy@cincyplay.com . Review of applications will be done on a rolling basis until the position is filled. No phone calls, please.