



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Position: Finance Manager

Reports to: Managing Director

Salary Range: \$80,000-\$85,000

Position Overview

The Finance Manager will oversee all financial operations for the Playhouse and reports directly to the Managing Director. The Finance Manager is a full-time, exempt position with benefits.

Position Responsibilities

- Oversee all financial operations for the Playhouse including all accounting and cash management.
- Maintain general ledger and permanent and restricted asset schedules.
- Manage all internal and external financial reporting including monthly financial statements, annual statements for the audit, and all necessary grant proposal and reporting.
- Work with Managing Director to create annual operating budget and regular financial projections.
- Along with Managing Director, monitor and manage the capital project line of credit.
- Establish and revise as necessary all accounting procedures.
- Serve as the principal liaison for Endowment Fund managers.
- Supervise one full-time finance associate and one full-time office administrator.
- Serve as staff representative on the Board's Finance Committee and serve as principal liaison for the Board's Audit Committee.
- Responsible for gathering and reporting data for the annual audit.
- Assist auditors in completion of the annual 990 return.
- Performs other duties as assigned.

Competencies

- Bachelor's degree in business or accounting or equivalent professional experience required, CPA preferred.
- 5+ years of finance experience in not-for-profit accounting required.

- Proficiency in Microsoft Office software: Excel, Word, Outlook required.
- Working knowledge of ActivityHD and Tessitura preferred.
- Must possess strong organizational and analytic skills and attention to detail.
- Must be able to manage multiple projects with competing demands while maintaining commitment to excellence.
- Must be able to adhere to strict confidentiality requirements and exercise good judgment.
- An appreciation for the performing arts and theater in particular is preferred.

Physical Demands:

- The employee is frequently required to stand and walk, and occasionally stoop or kneel.
- The employee may occasionally lift and/or move up to 10 pounds.
- This position is partially sedentary, and the employee is required to regularly talk and hear.

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.