



A Contemporary Theatre

Director of Finance

Salary: \$100,000 Annually

Status: Full-Time, Exempt

About ACT

ACT is where artistic ambition and civic engagement unite. We envision a world where the power of theatre expands our collective understanding of community and our own humanity. Over the last 57 years, ACT has supported these voices as they sharpen and grow and has honed its mission around nurturing the theatre makers of the next generation.

As the voice of the Pacific Northwest, our commitment to New Works by local playwrights brings Seattle's voice beyond our stages, and into the national conversation. ACT is dedicated to producing bold, relevant, works on contemporary themes that spark an authentic curiosity about the human condition to deliver groundbreaking work.

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self and to honor the best in others.

About the Role

The Director of Finance is a key member of the senior leadership team. They are charged with effectively managing and communicating all financial matters with the senior leadership team and Board to enhance strategic decision-making and strengthen the organization's internal capacity and long-term fiscal stability. They supervise all financial matters with the goal of enhancing controls and bringing transparency and consistency throughout the organization by partnering with internally with colleagues and the Board and externally with audit, accounting, and legal teams. The Director of Finance plays an important role in a broad range of activities related to institutional planning and resource management. An exceptional and open communication style is required. The Director of Finance works with the Managing Director to develop the annual budget, makes regular presentations concerning organizational finances to the Board, and is expected to be a thought leader on financial and strategic matters.

The Director of Finance directs policies and procedures related fixed assets, revenue and cash flow management, insurance and risk management, purchasing, employee benefits, and organization-wide cost/benefit analyses. The Director of Finance is a strategic thinker and serves as a leader, partner, and financial advisor in integrating the organization's objectives with financial resources in order to effectuate those goals. Additionally, they support HR practices such as benefits administration, record-keeping, and compliance with federal, state, and local law and ordinances. The Director of Finance will be highly collaborative, a curious listener, and a critical thinker who can translate financial language into layperson's terms.

Benefits include medical insurance, dental, vision and life insurance also available, 11 paid holidays, 403b plan available, access to \$5 downtown parking, and free tickets to ACT productions. Paid Time Off begins at 20 days per year. Sick time accrues per the Seattle Paid Sick and Safe Time Ordinance. This position is available for hybrid work. COVID-19 vaccination is a condition of employment.

Responsibilities Include (But Are Not Limited To):**Financial Management – 70%**

- Ensure that optimal internal controls and reporting systems are properly designed, maintained, and provide meaningful and timely information that is organized and continuously monitored
- Design, analyze, and present financial reports, forecasts, updates, graphic visuals, and other information in a clear, accurate, and timely manner
- Manage rolling monthly forecasts
- Clearly communicate monthly and annual financial statements and other considerations to staff and Board
- Ensure that transaction systems (including billing, membership, sales, and event ticketing) are efficient, fully implemented, and accurate
- Institute a rigorous financial planning and analysis process to determine areas of potential revenue enhancement, cost reduction, program/production improvement, and policy change
- Prepare and present monthly management reports on KPIs for all areas of the organization, including marketing and sales, production, operations, development, education, and others to support effective decision-making within these key areas
- Monitor results against budget, forecast to end of the year, and keep senior leadership team engaged with the organization's financial status
- Manage cash flow needs, including building a monthly cash flow plan, with detailed revenue and expenditure planning across all departments of the organization
- Oversee annual budgeting and planning process in conjunction with the Managing Director
- Support the Managing Director and Board to develop annual and long-term financial plans that align with strategic goals
- Create, update, and implement all necessary business policies and accounting practices; improve and update the finance department's overall policies, with all practices and procedures up to date and documented
- Coordinate and lead audit, and work effectively with external auditors and the Finance Committee

Compliance, HR, Risk Management – 15%

- Oversee and assure accurate 990 filing
- Oversee timely and accurate filing of employment taxes including 941, L & I, Unemployment, WAFMLA, etc.
- Ensure organizational and individual compliance with local, state, and federal law
- Review complex contracts, identifying and analyzing key provisions within each agreement with the goal of mitigating risk and ensuring compliance with all terms and conditions
- Manage and develop ACT's benefits administration
- Maintain personnel, employment, payroll, performance review, and leave records
- Ensure insurance coverage (D&O, liability, auto, property, employee-related health coverage, payroll, etc.) is adequate and appropriate, given the theatre's risk profile

Administration – 10%

- Manage banking, credit, and investment relationships
- Work transparently with all external partners, third-party vendors, and consultants
- Enhance financial competency of senior leadership team and Board
- Hire, train, and supervise accounting staff



Other Duties – 5%

- Head up the modernization and streamlining of critical accounting and payroll systems
- Partner with Institutional Giving Manager to create budgets and supporting documents for grant applications

Qualifications/Skills

- Undergraduate degree in finance, business administration, accounting, or related field, MBA or CPA desirable
- 7-10 years of broad non-profit financial and operations management experience, ideally with final responsibility for the quality and content of all financial data, reporting, and audit coordination
- Experience with HR functions such as benefits administration and record keeping
- Successful track record of keen analytic, organization, and problem-solving skills, which support and enable sound decision making
- Abila (MIP) fund accounting or similar software experience
- Familiarity with Tessitura or similar CRM programs
- Highly proficient with Excel
- Strong understanding of GAAP
- Ability to see and balance big picture thinking with an appropriate attention to detail
- Strong written and verbal communication, and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Demonstrated ethics and integrity
- Sound judgement and demonstrable analytic abilities
- Commitment to maintaining confidentiality
- Able to work in an upbeat and often fast-paced environment
- Ability to support the intricacies of a non-profit arts organization
- Ability to pass a background check

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency and exhibit a commitment to equity, diversity, inclusion, accessibility, and belonging.

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to operate a computer, use a telephone, and move through a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment.

To Apply

Submit resume and cover letter with “Director of Finance” in the subject line to work@acttheatre.org