

Director of Finance & Administration

FLSA Status: Exempt

Pay Rate: \$80,000/yr.

Category: Full-time

Reports to: Executive Director

Direct Reports: Bookkeeper, Manager of Staff and Business Strategy

Summary:

The Director of Finance & Administration is a key member of the Tower Theatre Foundation leadership team and a trusted partner to the Executive Director. This hands-on leader is responsible for the overall financial health of the theatre, and will strengthen financial systems, business planning, human resources, administration, and IT while coaching and developing staff to build organizational capacity and support program growth.

This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of one of the most iconic organizations in Bend, Oregon.

Key Responsibilities:

Financial Leadership

- Produce timely and accurate monthly and annual financial reports, cash flow and forecasting, and clear reporting for staff, leadership, and the board. Oversee all financial, project/program, fundraising, and grants accounting.
- Lead annual budgeting and planning processes in collaboration with the Executive Director; administer and review all financial plans; monitor variances to budget and keep stakeholders informed.
- Coordinate annual audit, tax filings, Form 990's, gift and estate accounting, and compliance with nonprofit accounting standards with outside accounting firms.
- Serve as financial liaison with the board, effectively communicating and presenting significant financial matters to the finance committee and the board of directors.
- Lead and improve month-end closing processes, including journal entries and reconciliation of bank statements, and ensuring balance sheet accuracy.
- Calculate budget versus actual performance for each Tower Theatre presented show.
- Oversee banking relationships and activities, payroll processing, payroll liabilities, and benefits including PTO accrual and retirement plan. Create and maintain excellent financial controls, policies, and procedures.

Administration

- Oversee the development and consistent application of HR policies, payrolls, benefits, PTO, and performance management processes.
- Work with Tower Theatre vendors, overseeing negotiation, insurance, and procurement processes to ensure that goods and services for the organization are provided in a timely and efficient manner.
- Lead business and benefit insurance negotiations and recommendations to protect the assets and health of the organization, including commercial and general liability insurance, employment practices liability, health insurance, and workers compensation reporting.
- Support the development and growth of finance team members through coaching, providing learning opportunities, and collaborative goal development.

- Liaise between staff and the IT solutions vendor.

Qualifications:

- Bachelor's degree in accounting, finance, or related field; or equivalent professional experience.
- Minimum 10 years of relevant professional experience, including at least 5 years in accounting or finance and 2 years supervising staff.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting, and audit coordination for an organization, and has experience collaborating with or overseeing human resources functions.
- Comprehensive understanding of financial principles, practices and procedures including budgeting, cash flow management, variance analysis, capital expenditures, audits, financial reporting and compliance with accounting standards
- Familiarity with nonprofit financial practices (budgets, audits, 990s), strong Excel skills, and experience with accounting software (QuickBooks preferred) and CRMs.
- Effective leadership abilities to develop, supervise and motivate direct reports.
- Commitment to upholding ethical standards and integrity in financial practices, maintaining confidentiality and safeguarding the organization's assets and reputation.
- Excellent communicator who can present complex financial information to non-financial audiences and partner effectively with staff, leadership, and the board.

Working Conditions:

The essential functions of this role must be able to be performed with or without reasonable accommodation.

Environment

- Indoor setting in an office environment.
- Occasional exposure to loud noise.
- Occasional evening or weekend work to attend performances, meetings, or board events.

Physical Requirements

- 90% sitting and 10% standing, walking and/or moving
- Ability to stand, sit, bend, kneel and reach above the shoulder occasionally
- Strong hand-eye coordination to execute tasks effectively
- Ability to climb stairs frequently

To Apply:

Send your resume and any additional information for consideration to recruiting@towertheatre.org

Diversity, Equity & Inclusion:

We are committed to enriching our organization with people of different origins, beliefs, backgrounds and ways of thinking, so that we are better able to leverage the collective power of our teams and address and overcome complex challenges and barriers. We strive for a culture of integrity, respect and compassion where every member of our community contributes their perspectives and authentic selves and where everyone reaches their potential as individuals and teams.

Equal Employment Opportunity:

The Tower Theatre Foundation is an equal opportunity employer that does not tolerate discrimination on any unlawful basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have a sustained impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group.

At-Will Employment:

This position description in no way states or implies that these are the only duties performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.