



# J O B   D E S C R I P T I O N

POSITION: FINANCE DIRECTOR  
REPORTS TO: General Manager  
DEPARTMENT: Business  
COMPENSATION: \$89,000-\$98,000  
STATUS: Full-time, Exempt  
START DATE: December 2024 (Negotiable)

## **ABOUT THE POSITION**

The Finance Director oversees and has primary responsibility for the daily financial operations of the theatre. Responsibilities include, but are not limited to, supervision of accounting and financial reporting for operating, PP&E and endowment funds; annual audit, tax reporting. This role serves as the primary liaison for portfolio managers (Canterbury Consulting). The Finance Director will work directly with the General Manager to provide a key function in all financial reporting for grants, surveys, and the budget. This position also supervises the Accounting Department, including a Lead Accountant and Payables Accountant. A great fit for this role means you have an accounting or business management background with an interest in supporting the arts and/or nonprofit organizations.

## **ABOUT THE ROLE**

### *Financial Management*

- Monitor cash flow and manage liquidity; review and prepare weekly operating cash flow projections.
- Manage prudent short-term investment of positive cash balance in interest bearing vehicles such as certificates of deposits and money market accounts to support operating budget.
- Assist General Manager in the preparation of the annual budget and provide quarterly for casting for assigned Business Department accounts, as well as organization wide compensation and benefits.
- Perform a monthly closing and oversee preparation of financial statements, pledges receivable, and all cross-department reconciliation reports (full schedule to be shared with candidates), across Operating Endowment and Capital funds.
- Review all monthly investment statements and generate Investment Income Report (Endowment and Reserve Funds).
- Work with SCR's Endowment portfolio managers in reviewing all documents necessary for new investments as approved by the Finance Committee.
- Support financial management of special fundraising campaigns (Endowment, Capital), as needed; determine monies to be transferred to and from the portfolio manager for investment purposes and support distributions to operating fund.
- Partner with Managing Director on financial scenarios for multi-year strategic planning.
- Prepare and/or supervise the preparation of annual audit schedules for on-site audit and related tax return (990), working as staff contact to independent auditors.
- Supervise depreciation and maintenance of all assets schedules; to review monthly financial statements; to work with General Manager on recording and reporting of capital purchases.
- Act as primary liaison with all banking relationships including company credit card management.

### *Development & Production Support*

- Review all weekly reports related to productions including royalty reports and AEA reports.
- Assist General Manager in the completion of surveys, grant applications and final billings for various private and governmental organizations. (e.g. NEA, Shubert, etc.)
- Work with the Managing Director, General Manager, and Director of Development on planned giving gift procedures; to facilitate the investment of these gifts as instructed, working with the portfolio manager.
- Complete annual reports associated with the Department of Insurance for annuity gifts.

### *Board Reporting*

- Work with Managing Director and General Manager to provide transparent financial documentation for Finance and Executive Board Committees. Participate in all Finance Committee meetings and review resulting minutes.
- Serve as primary staff leadership on Audit Committee. Plan meeting schedule in partnership with Audit Committee Chair, and facilitate auditors' communications with Board of Trustees.

### *Department Leadership*

- Supervise the Accounting Department and guide them in performing the accounting functions of the theatre.
- Oversee and approve the weekly payroll including initiating ACH payroll transfers.
- Primary responsibility for projecting and tracking all tax, workers compensation, and benefits expenses for all employees. Reviewed on a weekly, quarterly and annual basis.
- Serve as primary administrator for SAGE accounting software and working with IT Manager on upgrades as needed; serve as primary administrator for Cash Pro online banking platform.

### **ABOUT THE PERSON**

*Qualities and skills that best serve a Finance Director may be:*

- BA or BS with extensive experience or MA/MBA/CPA in Accounting, Business, Theatre Management, or related course of study
- Minimum of five years non-profit financial management experience, including cash flow management responsibility, preferably in the arts
- Demonstrated commitment to accuracy and accountability
- Proven supervisory and team leadership skills
- Strong organizational, interpersonal and communication skills (written as well as verbal)
- Professional experience with Accounting software (SAGE Intacct preferred or similar)
- Demonstrated knowledge of or experience with securities and equities including analysis of financial disclosures
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

### **WORKING CONDITION**

*Regular tasks of this position may include:*

- Sitting for 6-8 hours at a time
- Lifting up to 15lbs alone or with assistance

### **TO APPLY**

Please submit a cover letter, resume and 3 references to [jobs@scr.org](mailto:jobs@scr.org). Incomplete submissions will not be considered.

### **ABOUT THE COMPANY**

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. SCR is widely recognized as one of the leading regional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio. For fiscal year 2024-2025 SCR's operating budget is \$11.9 Million. SCR possesses an invested Endowment of \$58 Million with Net Assets of \$74 Million.

*SCR is a proud equal opportunity employer, embraces diversity, and is committed to creating an inclusive environment for all employees.*

## **RECONCILIATIONS AND REPORTS SCHEDULE**

### *Monthly*

- Bank Statement Reconciliation – all funds
- Box Office Income
- Concessions Income
- Conservatory Income
- Theatre Shop Income
- Bar Inventory
- Annual Fund Reconciliation
- Inter-fund Reconciliation

### *Quarterly*

- Endowment - B of A Custodial/General Ledger
- Endowment Holdings - Canterbury Investment Group/Vanguard
- Reserve Funds –Money Market
- Annuities Investment reporting
- Pledges Receivable - all campaigns

Additional granular duties not directly referenced in job description

- Maintain raffle and auction permit with State of California, Office of the Attorney General.
- Develop and review the annual 1099 income tax reports.