



Transport Group Theatre Company
Finance Manager Job Description
July 1, 2019

Organization

Transport Group is a not-for-profit, off-Broadway theatre company in New York City that stages new works and re-imagines revivals by American writers. Our visually progressive productions of emotionally classic stories explore the challenges of relationship and identity in modern America. Founded in 2001 by Artistic Director, Jack Cummings III, we have produced 30 mainstage productions, both plays and musicals, new works and revivals. We are the recipients of a special Drama Desk Award for our “breadth of vision and presentation of challenging productions” as well as a special citation from the New York Drama Critics’ Circle and an Obie Award for continued excellence in New York Theatre.

Position

The Finance Manager reports to the Executive Director (ED). The successful candidate has excellent bookkeeping skills, impeccable attention to numbers and detail, and is able to support the Executive Director in budget reporting and monitoring, cash flow management, payroll, insurance and operations auditing, digital (and hard-copy as-needed) document retention support and human resources. This role is an opportunity for a finance-oriented professional to maximize and strengthen the financial operations of a well-respected, established and growing theatre company.

The Finance Manager position is part-time, two full days per week.

Responsibilities

Bookkeeping

- Maintain TG’s financial accounting via QuickBooks online
- Manage all income, bills, receivables and payables, ensuring they are accurately coded and recorded
- Pay bills in a timely manner as cash flow allows; prepare checks for signing for Executive Director; prep bills for mailing
- Monitor credit card bills and charges; pay down debt in a timely manner as cashflow allows
- Balance all bank accounts, credit cards and loan accounts
- Follow through with department labor, union, payroll questions as-needed
- Maintain well-organized digital files in preparation for the annual audit

Financial Management

- Coordinate the annual audit process, liaise with external auditors and the finance committee of the board of directors; implement recommended changes



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- Participate in the annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes; keep senior leadership team abreast of the organization's financial status
- Manage organizational cash flow and forecasting
- Monitor the billing and collection schedule to ensure cash flow is steady and supports operational requirements
- Effectively communicate and present critical financial matters to the Executive Director, assist in preparation of reports for the Board of Directors

Human Resources and Admin

- Develop and monitor Transport Group's human resources administration and healthcare benefits
- Maintain complete digital personnel files for all employees
- Annually update employees' employment agreements
- Complete the annual insurance renewal and audit
- Oversee office administrative functions

Qualifications

- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination
- Knowledge of accounting and reporting software, particularly Excel, Quickbooks Online and Google sheets/drive
- Keen analytic, organization and problem-solving skills and attention to detail; ability to prioritize and negotiate
- Excellent communication and relationship building skills
- Personal qualities of integrity, flexibility and dedication to TG

Compensation and Benefits

TG offers a weekly salary competitive with similarly-sized organizations. Vacation days for this position are not paid.

TG is currently evaluating healthcare benefit programs to be implemented during the current fiscal year (July 1, 2019-June 30, 2020). Details about the healthcare benefits program will be available by September 2019.

Applications and Inquiries

Please submit a letter of interest with your resume to: jobs@transportgroup.org.