Position Posting: ASSISTANT DIRECTOR FOR FINANCE & PAYROLL

RiverCenter for the Performing Arts seeks to hire an Assistant Director for Finance & Payroll. This full-time, senior staff position will oversee the financial operations of this 20 year old, $3.5 million (pre-COVID) nonprofit organization located in Columbus, GA.

Principle responsibilities and duties include, but are not limited to:

- Manage the weekly and bi-weekly payroll processing;
- Ensure timely and accurate payroll tax filings, including year-end tax documents (1099s and W2s);
- Work closely with Executive Director to manage Human Resources needs and serve as organizational payroll benefits administrator;
- Maintain staff (full-time, part-time, and temporary) HR files, and be key resource to employees on benefits and status;
- Work closely with development staff to ensure accurate recording and restricting of grants and individual pledges as well as ticketing office to reconcile sales activity;
- Manage daily financial operations (QuickBooks), including accounts receivable/payable and account reconciliations (credit card and bank accounts);
- Prepare and submit sales tax reports and payments for the theatre box office and concession business;
- Prepare final event closeouts and invoicing for all events;
- Work closely with independent auditing firm for annual audit, financial statement review, and IRS-990 (and state) filing;
- Staff the board finance committee and include monthly reports such as P&L, budget forecasting, balance sheet, and cash flow;
- Work closely with Executive Director and finance committee in development of the annual budget and work closely with other departments to ensure up-to-date tracking of budgets and projections;
- Provide policy and financial accounting recommendations to board and senior staff, including best practices and regulatory changes.

The successful candidate will:

- Hold a bachelor’s or master’s degree in business management, accounting, or finance, with an emphasis on finance, accounting, planning, and not for profit administration,
- Have five years experience with general management, accounting, payroll, systems conversion, and finance responsibilities. Knowledge of tax-exempt accounting issues is essential.
- It is imperative that the Assistant Director for Finance and Payroll have strong people and communication skills, an innovative spirit, the ability to deal with a diverse organizational mandate, and the flexibility and skill to deal with a variety of financial, accounting, and managerial challenges as they arise. Working closely with a team of senior department directors, the Assistant Executive Director for Finance and Payroll needs to ensure that administrative and operational costs are being monitored and evaluated effectively, while providing leadership for longer-term financial planning and analysis by management. Knowledge of QuickBooks, Microsoft Office and event ticketing software is essential.
SCHEDULE AND STATUS:

- 40 hours work schedule; salaried, supervisory status, overtime exempt. This position supervises the Business Affairs Associate which is a full-time support position for the Finance and Payroll area.
- Working hours are 9-5:00 M-F and the schedule will be adjusted where evening hours will be required on event nights during which event settlements are to be completed.
- All duties are executed on site with less than five percent of responsibilities able to be fulfilled remotely.

Reporting & Compensation:

The position reports directly to the Executive Director. It is a full-time, exempt position with a competitive salary comparable to other area executive mid management positions in nonprofit and educational institutions, plus a competitive benefits package.

RiverCenter is an Equal Opportunity Employer. In building an equitable work environment, the organization values diverse backgrounds, perspectives, and skill sets. It does not discriminate based upon race, religion, color, national origin, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. RiverCenter is committed to building a team that reflects its values and encourages all interested candidates to apply.

To apply, submit cover letter and resume to Norman Easterbrook, Executive Director, at: neasterbrook@rivercenter.org. No phone calls please.