



JOIN OUR TEAM!

FINANCE & ADMINISTRATION MANAGER

Position Announcement: The historic Fox Tucson Theatre is seeking a forward-thinking, detail-oriented professional, who is dedicated to nonprofit financial health and administrative excellence. Become a member of our team at an exciting time in the live events industry, and lean-in to this tremendous opportunity for an administrative leader to strengthen internal capacity of a growing, high-impact, iconic performing arts organization at the heart of Tucson's vibrant downtown.

Position Overview

The Fox's Finance & Administration Manager ensures the organization's finance and administrative functions meet the highest professional standards, and effectively support both the strategic and day to day operating health of downtown Tucson's flagship, historic performing arts facility. The position reports to the Executive Director, and provides daily supervision for the Finance & Accounting Associate is a hands-on and participative manager responsible for developing, refining, and leading transparent and efficient financial and business management strategies, procedures, and reports, which remain responsive to the evolving needs of a growing nonprofit organization.

Requirements

Minimum 3 years work experience in nonprofit accounting and/or finance, with expertise in QuickBooks or equivalent accounting software. Bachelor's degree in related field, or equivalent work experience. Vaccination against COVID-19 required.

Schedule and Start Date

Full-time. Regular office hours. Desired start date no later than November 22.

Compensation: \$59,800 - \$67,600 annually; \$1,150 - \$1,300/week; plus health, dental, paid time off, access to 401K, and other benefits.

How to Apply: Submit cover letter highlighting interest and relevant qualifications and resume to HR@foxtucson.com. Preference given to applications received by November 3, 2021. The

Fox Tucson Theatre is proud to be an Equal Opportunity employer. Women, BIPOC, individuals with disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

FINANCE & ADMINISTRATION MANAGER JOB DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Financial Management

- Create, analyze, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program, and grants accounting.
- Coordinate and lead annual financial review/audit process, liaise with external auditors, finance committee of the board of directors, and Executive Director; assess any changes necessary.
- Oversee annual budgeting and financial planning process in collaboration with Executive Director and department directors; administer and review financial plans and budgets; monitor progress and changes, and keep leadership apprised of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust financial management/reporting system, preparing monthly, quarterly, and annual reports as required for board, Executive Director, and department directors to support sound decision making across the organization.
- Conduct ongoing financial controls assessments, enhancing internal systems and procedures, ensuring that all accounting, bookkeeping, accounts payable/receivable, and bank reconciliations are organized and accurate in accordance with generally accepted accounting principles.
- Effectively identify issues, concerns, and opportunities; and advise Executive Director on critical financial matters.

Administration and Business Operations

- Oversee preparation of payroll, employee benefits administration, and human resources compliance, maintaining effective working relationship(s) with payroll processing/professional employer organization vendor(s) to ensure quality human resources management is achieved.
- Manage basic administrative and office functions (including purchasing procedures, phones, business systems, general supplies and equipment) to ensure efficient and consistent operations as the organization continues to grow.
- Update, implement, and maintain all required business and general liability insurance policies, bank accounts, government reporting, business and operating licenses, and contracts with major vendor partners.

- Ensure accuracy, completeness, and efficiency of use of corporate records, financial and business records, and general filing systems.

Department Leadership

- Recruit, hire, train, and directly supervise Finance & Administration Associate(s).
- Work collaboratively with Fox leadership team to ensure alignment with other department functions, and support overall organizational success and continuing positive impact of the Fox.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- At least 3 years of progressive financial management experience in a non-profit organization with a successful track in budgeting, cash flow oversight, financial reporting, and grants and restricted funds tracking.
- Seasoned professional, with a minimum 7 years overall professional experience.
- Expertise in QuickBooks or equivalent accounting software.
- Proven ability in monthly and annual accounting closes, reconciliation, and audits.
- Bachelor's degree or equivalent experience in related field of study.
- Personal qualities of integrity, accountability, thoroughness, accuracy, and attention to detail.
- Keen analytic, organization, and problem solving skills which support and enable sound decision-making.
- Capacity to think strategically and quickly identify opportunities for process improvements, balancing sometimes competing priorities within available resources.
- Multi-tasker with ability to wear many hats, work autonomously and as part of a team, and take initiative in fast-paced environment.
- Excellent communication and collaboration skills with ability to prioritize, listen, offer solutions, negotiate, and work constructively with a variety of internal and external stakeholders.
- Familiarity with performing arts organizations with ticketing, concessions, and varied contributed revenue streams preferred.
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to the Fox's mission, vision, and strategic direction.