

POSITION ANNOUNCEMENT



DIRECTOR OF FINANCE

FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Director of Finance

Status: Exempt, Full Time

Reports To: Managing Director

Direct Report(s): Assistant Director of Finance and Accounting Analyst

Start Date: As Soon As Available

Compensation: \$85-90,000 annually, depending on experience; First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, generous healthcare reimbursement arrangement, vacation, and paid holidays, as well as a self-funded 403(b) plan.

OVERVIEW:

The Director of Finance oversees all accounting and finance functions for the organization, including but not limited to cash management, payroll, annual audit management, budgeting, and tax reporting, and is responsible for determining and maintaining the strategic financial goals and objectives of the organization. The position is a member of the organization's leadership team and serves as the main liaison for accounting and finance discussion with the Finance Committee, Investment Committee and Board of Directors. Position has frequent contact with nearly all other managerial positions in the organization. Expected to develop all strategic financial and business goals and provide relevant tools to staff to ensure those goals can be reached. Other main areas of work include business data and metrics, risk management, and legal contract review.

RESPONSIBILITIES:

- Manage organizational treasury function, including oversight of cash receipts and disbursements, daily banking, account reconciliation, investment management, and short-term and long-term cash flow forecasting;
- Manage organizational accounting function, including daily bookkeeping, month-end close, and internal controls and accounting process management;
- Oversee accounting policy development and implementation
- Direct annual budget process, including creation of budget tracking model, regular interim reporting, and consolidation of proposed annual departmental budgets;
- Oversight of grants management process, from application to reporting
- Conduct regular meetings of the organization's Finance Committee, reporting on interim and annual financial results, presenting the annual budget for approval, and discussing important accounting and finance-related issues as they arise;
- Develop and participate in setting high-level organizational strategies, providing financial data and insight that allows the Board and department directors to make decisions that support the organization's growth and stability;
- Select and maintain organizational risk management package with external insurance agent;
- Present finance report at regular meetings of the Board of Directors;



- Capture, organize, interpret, and present business line data and metrics to various stakeholders;
- Hire, train, manage, and evaluate finance support staff;
- Secure the input of the Finance Committee, Investment Committee and/or Board of Directors in making decisions when answers are not clear and further guidance is needed.

PREFERRED QUALIFICATIONS AND SKILLS:

- Bachelor's degree in accounting
- A minimum of five years' experience as an accounting or finance leader in an organization
- Prior experience with non-profit accounting
- Prior fund accounting experience
- Staff supervisory experience
- CPA strongly preferred
- Meticulous attention to detail, organization and timeliness
- Excellent communication skills, both written and verbal, with strong interpersonal abilities
- Rigorous and unwavering commitment to professionalism and discretion
- Desire to be an organizational leader with a focus on long-term strategic vision
- Comfort with presenting financial information and metrics to both internal and external stakeholders of varying financial skill level and experience
- Ability to work closely with other departments to address challenges as a functional team
- May work longer hours, evenings, or weekends, particularly in the weeks preceding and during the annual audit and the annual budget
- Experience with First Stage's current accounting system Sage/MIP, preferred
- Experience with payroll and other financial software, such as Concur and Paylocity, desired
- Experience with First Stage's CRM (Tessitura) is a benefit, but not required. Knowledge of Tessitura will be needed to perform necessary daily, weekly, monthly and annual reporting/analytics
- Read/interpret electronic and paper documents
- Able to process and understand written and verbal instruction
- Physical dexterity to operate a computer and other equipment

TO APPLY:

Send resume, cover letter, and 3 work references to Betsy Corry, Managing Director, at bcorry@firststage.org with the subject line – **Director of Finance: (First Name, Last Name)**

No phone calls, please. Application submission period will remain open until position is filled.

ABOUT FIRST STAGE

First Stage, Milwaukee's premiere non-profit theater for young people and families, is currently in our 36th season. First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes five mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center – a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org