



JOB DESCRIPTION: Finance Manager

Date: March 17, 2025

Classification: Full time (40 hours per week), exempt, benefits eligible

Reports to: Managing Director

POSITION SUMMARY

The **Finance Manager** at TimeLine Theatre is responsible for correctly processing and recording all day-to-day financial transactions, maintaining the integrity of the general ledger and chart of accounts, and preparing reconciliations, reports, statements, and analyses on a regular basis to support the management and governance of the organization. This role requires excellent attention to detail, accounting/bookkeeping skills, and the ability to work collaboratively with various teams. All TimeLine employees are expected to perform their duties in a manner consistent with the organization's core values and personnel policies.

PRIMARY RESPONSIBILITIES

- **Transaction Processing & Recording:** The Finance Manager is responsible for planning and executing all financial transactions for the organization unless directed otherwise, including (without limitation) all payrolls, vendor payments, receivables and deposits, credit card transactions, and journal entries, and associated GL entries and filings to governmental agencies.
- **Reconciliation & Reporting:** The Finance Manager is responsible for all reconciliations and routine and extraordinary reporting and filing, including (without limitation) reconciling and closing all accounts at the end of each month and year; preparing regular statements and collaborating with managers on reconciliation; preparing board and management reports and reports for industry surveys, grant and other funding applications, and other needs; and supporting the annual audit and 990 processes.
- **Budget Management:** The Finance Manager collaborates with and supports the Managing Director and Executive Director on preparation and management of the organization's annual budget, including supporting budget creation and rejections, and reporting as needed.
- **Other Financial Management:** The Finance Manager collaborates with the Managing Director and Executive Director on the overall financial management of the organization, focusing on providing various analyses which help management understand the organization's financial situation and outlook and support financial decision-making. Other aspects of this responsibility include supporting the management and projection of cash flow and supporting the board Finance Committee.

SECONDARY RESPONSIBILITIES

In addition, the Finance Manager supports the overall business and administrative processes of the organization, including (without limitation) managing or supporting the management of files, banking and other business relationships, and miscellaneous business processes (e.g., permits, licenses, filings, etc.), and supports the development and implementation of financial policies and procedures.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COMPETENCIES

- **Attention to Detail:** Meticulous in executing tasks to ensure high quality and accuracy.
- **Communication:** Ability to clearly and succinctly ask and answer questions, provide updates, and describe the organization's financial situation verbally.
- **Time Management:** Efficiently manage time and prioritize tasks to meet deadlines.
- **Problem-Solving:** Proactive in identifying issues and implementing effective solutions.
- **Interpersonal Skills:** Strong ability to collaborate and build relationships with various stakeholders, including colleagues, board members, and others.
- **Technical Proficiencies:** Skilled user of QuickBooks Online, Excel, and Outlook. Preference for those with experience with Paylocity, Bill.com, and Google Workspace.

EDUCATION & EXPERIENCE

- Required: at least 5 years' experience in non-profit accounting or bookkeeping role or commensurate education.
- Preferred: 10 years' experience, particularly for performing arts organizations, and experience with capital campaigns.
- Transferable skills will be considered.

SUPERVISORY RESPONSIBILITIES None.

WORK ENVIRONMENT & PHYSICAL DEMANDS

TimeLine has a hybrid work environment, which may include working in-office at least three (3) days per week. This role routinely uses equipment such as computers, phones, photocopiers, and filing cabinets. When working remotely, you will be required to use Zoom conferencing software and other teleconferencing equipment to engage with the rest of the team. Personal internet service will be required.

COMPENSATION AND BENEFITS

- \$55-65,000 per year, based on skills, qualifications, and experience.
- Benefits package including health, dental, vision, and life insurance; optional 403(b) retirement; and paid time off (vacation, personal, sick, maternity/paternity/adoption, and holidays).

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

TO APPLY

Please email resume, a brief cover letter and references addressed to employment@timelinetheatre.com with the subject line "Finance Manager Application." This position will be open until filled. An offer will be contingent on successful completion of a background/credit check.