The Huntington Theatre Company is seeking a Finance Manager. The recipient of the 2013 Regional Theatre Tony Award, the Huntington Theatre brings together superb local and national talent to produce a mix of groundbreaking new works and classics made current each season. Led by Artistic Director Peter DuBois and Managing Director Michael Maso, the Huntington creates award-winning productions, runs nationally renowned programs in education and new play development, and serves the local theatre community through its operation of the Stanford Calderwood Pavilion at the Boston Center for the Arts. The Huntington Theatre Company strives to attract a diverse group of candidates for employment. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

The Finance Manager is responsible for the timely and accurate maintenance of the general ledger including month and year-end closings. Additional responsibilities include creating financial statements for the Huntington and individual departments. The role supervises the Finance Coordinator.

**JOB DUTIES:**

- Supervise the preparation of the weekly check run. Review invoices and other requests for payment as to accuracy, authorized approval and account distribution. Code and prepare invoices for payment. Respond to or initiate contact with staff regarding questions or problems with invoices and statements as well as general ledger-based reporting.
- Review and reconcile monthly box office reports to the general ledger. Reconciles revenue accounts to internal documents generated by Tessitura system covering the fund-raising and box office operations.
- Review and reconcile monthly fundraising reports to the general ledger. Ensure that all pledges and pledge payments are properly recorded for all funds including the Comprehensive Campaign. Reconcile gift receivable accounts monthly. Prepare reports and work with Development Department to resolve issues.
- Manage accounts receivable organization-wide including review and posting of invoices, preparing aging reports and processing and depositing payments.
• Assist Director of Financial Management with annual audit and monthly closings. Task include preparation of miscellaneous journal entries for month end and year-end closings, updating and generating preliminary financial statements, preparing confirmation letters and other reconciliations as requested by auditors.
• Supervise and review the performance of the Finance Coordinator.
• Reconcile according to schedule (either monthly or quarterly) various balance sheets accounts. Review monthly bank statement reconciliations and prepare adjusting journal entries. Review monthly analysis statement of bank charges.

REQUIREMENTS:
• B.A./B.S. or equivalent experience in the accounting/finance field with 3-5 years of experience in accounting.
• Experience with online accounting systems.
• Familiarity with not-for-profit accounting preferred.
• Effective supervisory skills.
• Excellent communication and customer service skills.
• Strong collaboration skills

Interested candidates, please send letter of interest, resume and salary expectations to:

Human Resources Department
Huntington Theatre Company, Inc.
281 Huntington Avenue
Boston, MA 02115
jobs@huntingtontheatre.org

The Huntington Theatre Company is an Equal Opportunity Employer and committed to Affirmative Action.

Additionally, the company provides health, dental, life, and disability insurance, as well as paid vacation, sick days, and holidays.