



JOB DESCRIPTION

Job Title:	Director of Finance and Administration
Department:	Administration
Reports To:	Executive Director
FLSA Status:	Exempt, Full-time
Salary Range:	\$75K-\$80K

Summary:

Trinity Repertory Company seeks a highly motivated and skilled Director of Finance and Administration to oversee the expanding financial needs of the organization at this exciting point in the company's history. This individual will serve as a member of the senior management team and will report to the Executive Director. They will manage a team of three staff members: a staff accountant, finance coordinator, and human resources generalist, while overseeing external contractors who support IT needs. This individual will need to ensure the application of all internal financial policies and procedures, as well as GAAP standards and principles. They will provide tracking, reporting, analysis, and strategy for the theater leadership and Board. In addition to direct reports, the Director of Finance and Administration must work collaboratively with the other senior staff leadership members, including: Artistic Director, Producing Director, Director of Development, Director of Marketing and Communications, Director of EDIA, Director of Education and Accessibility, Director of Community Engagement, and the Director of Service and Experience. They will lead all day-to-day financial management functions, including: regular accounting, cash flow management, and budget projection as well as supporting the financial and accounting needs for a multi-million-dollar capital campaign and construction project. They also hold responsibility for the oversight of human resources and information technology.

Essential Duties and Responsibilities include, but are not limited to, the following:

- **Financial Management:**
 - Maintain accounting control over an annual theater budget of \$10M; significant cash reserves and endowment funds; and a \$30M capital campaign.
 - Plan and organize the activities and responsibilities of the financial and human resources staff members.
 - Develop, monitor, and reforecast the annual operating budget with department heads and Executive Director.
 - Support the cash flow planning for annual operations and the capital project in collaboration with the Executive Director.
 - In collaboration with the Executive Director and Senior Managers, prepare timely, accurate, and transparent monthly financial reports including supervising the Staff Accountant in revenue and expense reconciliations and balance sheets preparations. Prepare special reports and financial analyses as needed.
 - Supervise daily deposits and ensure that all accounts are balanced and reconciled on a monthly basis. Develop and implement internal controls for cash related activities and accounting functions ensuring non-profit GAAP accounting policies are maintained.
 - Serve as a staff liaison to Board Finance, Human Resources, and Audit Committees.



- Serve as the primary contact for external auditors during annual financial audit. Ensure preparation of necessary documentation and answer questions as necessary.
- Strategically manage cash flow, cash balances, short-term investments, long-term investments and banking relationships.
- Manage funds received and invested as a part of the capital campaign in conjunction with Executive Director and the Board Finance Committee and Campaign Steering Committee.
- Suggest and implement recommendations to improve accounting process and procedures. Design and implement a financial policy and procedures manual, with the support of the Executive Director.
- Prepare projections and reports, as necessary.
- Administer commercial insurance policies, including general liability, property, directors and officers, and workers compensation, including premium audits and serve as primary contact with the insurance carriers.
- Prepare financial information for grant applications and reports as needed, including by not limited to various reports and surveys for funding agencies, unions, and national service organizations. Ensuring timely response to unemployment claims and requests for employment verification. Ensuring timely response to credit inquiries.
- Support Trinity Rep in fostering our core values of Company, Community, and Education and in our work to become an anti-racist institution.
- Other duties as assigned
- **Human Resources Management:**
 - Oversee all human resources management, including working with executive leadership to establish policies and procedures. Additionally, ensure accurate and updated information; implement employee orientation, handbooks, and benefits.
 - Advance, support, and promote organizational inclusion, diversity, equity, access, and antiracism goals in staffing, policies, procedures, and practices.
 - Review weekly payroll and assist with processing when necessary.
 - Work with Executive Director on annual review of benefits, including medical insurance, dental insurance, voluntary benefits, 401(k) plan, and all ancillary benefits.
 - Managing information technology administration, including computers (hardware and software) and network, through both daily management and strategic initiatives. Working with outsourced company to ensure that all information technology needs are being addressed in a timely fashion and that appropriate and timely investment in hardware and software are made.

Supervisory Responsibilities:

Supervise, manage, and lead the finance and human resource team with three full-time direct reports (Staff Accountant, Finance Coordinator, and Human Resources Generalist), and outsourced information technology contractor. Carry out supervisory responsibilities in accordance with organizational policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; employee performance appraisal, management, and development; addressing and resolving problems.



Qualifications:

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

Education and/or Experience:

Seven or more years of professional experience and/or training in non-profit finance, business management, human resources, and accounting; strong administrative and organizational skills; interest and involvement in an arts related enterprise; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, business plans, and procedure manuals. Ability to effectively present complex financial information and respond to questions from groups of managers, employees, public groups, and the Board of Trustees in writing, by telephone, through face-to-face conversation, and public speaking.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and high-level accounting including cash flow projections depreciation calculations, and complex calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to read and interpret financial statements and governmental accounting forms and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of accounting software (Accounting Seed or Salesforce preferred); internet software; payroll systems; spreadsheet software; and word processing software.

Certificates, Licenses, Registrations:

CPA certification a plus

Other Qualifications:

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Staff are required to work in person, with flexible remote work, on occasion.
- The noise level in the work environment is usually moderate.



- Trinity Rep is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and within teams.
- Employee must be able to work nights and weekends up to 10% of the time.
- This job may require national travel up to 2% of the time for conferences or training.
- Trinity Rep requires all staff to be vaccinated with a booster shot against COVID-19.