

# PAPER MILL PLAYHOUSE

## Director of Finance and Administration

**Status:** Full Time/Benefits Eligible/Exempt

**Reports to:** Managing Director

### About Paper Mill Playhouse:

Founded in 1934, Paper Mill Playhouse is a destination theater, serving all of New Jersey with an economic impact of over \$40M to the local economy annually. A uniquely American art form, musical theater is at the core of what Paper Mill Playhouse is. Prior to the Pandemic, Paper Mill was enjoying artistic and financial success with year over year increases in subscribers and single ticket buyers, serving over 200,000 audience members annually. Collaborations with other regional theaters and leading independent producers are key to Paper Mill's business strategy to produce the best in musical theater, from celebrated revivals to groundbreaking new works. With robust education programs that enrich the lives of over 35,000 students of all ages, and a national leader in access programs, Paper Mill is one of the preeminent regional theatres in the country. In 2016, Paper Mill received the Regional Theater Tony award in recognition of its contribution to the field, the industry's highest honor. The theatre is about to engage in a \$30M capital campaign to renovate and expand its facilities.

### Summary:

Paper Mill Playhouse is seeking an experienced and strategic Director of Finance and Administration to serve as the chief financial executive of the theater. Reporting directly to the Managing Director, the Director of Finance and Administration is a key member of the executive leadership team overseeing all financial and accounting matters and ensuring transparency, oversight, sustainability, and compliance. Key duties include preparation of budgets and procedures for budget administration, cash management and accounting to maximize efficiencies, financial forecasting and analysis, overseeing the annual external audit, preparation of financial statements, monitoring cash reserve funds and endowments, and performing financial analysis and modeling.

### Essential Functions

- Maintain accounting control over an annual budget of \$17M-\$20M; Cash Reserves and Endowment Funds of over \$5M; and pending capital campaign and building projects of \$30M.
- Plan, organize, and control the activities of professional staff assigned to the Finance Department. Regularly evaluate accounting procedures and practices. Determine workflows and assignments.
- Oversee the Management & HR Associate and all human resources functions, including recruitment, training, benefits, payroll, and compliance.
- Prepare timely, accurate, and transparent financial reports for review with Managing Director, the Board, and Board committees. Serve as liaison to Board Finance, Investment, and Audit Committees.
- In collaboration with the Managing Director, develop, monitor, and reforecast annual budget with department heads to reflect organizational and artistic priorities while balancing financial feasibility.

- Serve as contact point for external auditors during annual financial audit. Ensure preparation of necessary documentation and answer questions as necessary.
- Monitor accounts payable, accounts receivable, and daily cashflow requirements. Authorize and complete related appropriate banking transactions.
- Manage cash flow, cash balances, short-term investments, long-term investments and all banking relationships.
- Administer insurance policies, including general liability, property, directors and officers, and workers' compensation. Maintain positive relationships with brokers and insurance carriers.
- Manage investment portfolio in conjunction with Managing Director and Board Investment Committee.
- Support the Development staff in preparing reports and budgets for grant proposals as needed.
- Work closely with Managing Director in preparation for upcoming capital campaign and building renovation project. Prepare projections and reports as necessary.
- Perform additional duties and support for Managing Director and Producing Artistic Director as necessary.

### **Required Experience**

- 7-10+ years of related experience, preferably in a nonprofit art setting.
- Strong understanding of nonprofit accounting principles, concepts, and practices.
- Experience with Financial Edge, or other financial software, is required. Familiarity with Tessitura is a plus.
- Knowledge of recent federal COVID Relief grant programs such as Shuttered Venue Operators Grant (SVOG) and Payroll Protection Plan (PPP) loans a plus.

### **Additional Eligibility Qualifications**

- Proactive, positive attitude, strong work ethic, and a sense of humor.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.
- Able to remain calm and professional in high pressure situations.
- Strong written and verbal communication skills and ability to effectively communicate with individuals and groups.

**Salary \$115,000-\$120,000**

### **Apply**

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send cover letter and resume to [recruiting@papermill.org](mailto:recruiting@papermill.org) with subject line: Director of Finance. No phone calls, please.

Note: Covid-19 vaccinations are mandatory for employees of Paper Mill Playhouse. Exemptions are allowed for medical reasons or a sincerely held religious belief with approval from management.