



GREAT Theatre Job Description

Position Title: Finance & Administration Director

Status: exempt/salaried

Reports to: Executive Director

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a professional community theatre that provides dynamic on-stage programming and innovative off-stage educational outreach throughout central Minnesota. By reaching more than 70,000 people each year, GREAT strives to ensure everyone has access to the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

Position Summary

As the Finance and Administrative Director you lead creating and maintaining sound financial and human resource policies and plans to move the organization forward. This position works closely with the Executive Director to support the fiduciary and organizational compliance responsibilities of the Board of Directors. As part of our leadership team you'll be a strategic thought-partner as we continue to enhance program quality, grow capacity, and advance our commitment to equity and diversity. You will be responsible for leading ongoing operations in the following areas: finance, budgeting, human resources, administration, and IT.

Prior to the pandemic GREAT had a \$1.8M budget with 13 full time staff; current budget is \$1.1M with 8 full time staff. This is one of multiple planned positions added as we build back.

Job Functions

As the director of finance, you'll get to:

- Guide financial decisions by establishing, monitoring, and enforcing internal controls and operational policies and procedures.
- Manage the annual organizational budget process as well as departmental budgets, prepare monthly budget reports, and make recommendations to achieve budget objectives.
- Generate cash flow projections and analyze monthly financial statements

- Oversee all bookkeeping functions, including accounts payable, accounts receivable, pledges receivable, payroll, cash receipts, and monthly account reconciliations.
- Act as the primary liaison to the board of directors' finance committee, working closely with the committee to strengthen the organization's financial position
- Participate in the strategic planning process to development predictive models and activity-based financial analyses
- Gather information for the annual independent audit and all required tax filings in collaboration with external auditors/ CPAs.
- Maintain an accurate asset management system and oversee the accounting implications of all capital acquisitions and disposals.
- Work closely with Fund Development staff in preparing financial reports and budgets for grants

As the administrative director, you'll get to:

- Serve as a leader advancing our mission, vision and beliefs including our equity, diversity, inclusion, and justice plan.
- Oversee all administrative functions, including facilities and information technology systems, to ensure efficient and consistent operations as the organization scales.
- Serve as a staff liaison to the Board of Directors (schedule meetings, prepare meeting room, generate meeting packets, take minutes, etc.)
- Oversee risk management and legal activities including: business insurance; contracts; leases, and other legal documents and agreements.
- Direct human resources functions to guide and support other staff in supervisory roles on hiring, training, and assessment
- Work with the Board Human Resources Committee to implement and oversee personnel policies and employee benefits.
- Ensure compliance of organization policies with all applicable HR laws, permitting, licensing and other governmental requirements
- Create and manage a system to evaluate internal processes and procedures in comparison to industry best practices.

This might be the job for you if

- You have proven ability to plan and implement financial systems and procedures which allow an organization to operate smoothly, flexibly, and with integrity.
- Setting a tone for collaboration and respect comes naturally to you.
- You have demonstrated expertise of generally accepted accounting principles, concepts and practices including general ledger, accounts payable, accounts/pledge receivable, and payroll knowledge as well as human resources and administration principles and practices, preferably in the nonprofit and/or arts sector.
- You are an excellent communicator, strategic thinker, and creative problem-solver

- You thrive working both independently as well as a contributing member of a team and support GREAT's values and operating procedures
- Developing standards and policies to improve processes motivates you
- You have the ability to organize, multi-task, and prioritize effectively in a fast-paced and creative environment
- Computers do what you say. You learn new systems quickly and are proficient with Quickbooks, Microsoft Office and Google Suite.
- You have the ability to collaborate with several teams at once, and you have no problem managing multiple initiatives simultaneously
- Agree to uphold the mission of the GREAT and commit to confronting racism within our organization by actively participating in anti-racism training provided by GREAT.

As an employee of GREAT you'll receive

- Competitive equitable compensation with annual opportunity for raises
- Flexible work schedule and option to work remotely
- Volunteer pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and life balance with increases of 16 hours annually after each year of service
- 8 paid holidays (6 federal plus 2 floating)
- 4 hours paid volunteer time at another organization
- Comp tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a diverse team committed to transforming lives through the power of the arts

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

If you have any questions about the job or process for hiring please reach out to Lacey Schirmers, Lacey@GREATTheatre.org or 320.258.2787. Learn more about GREAT Theatre at www.GREATTheatre.org.

To apply please email your resume and cover letter to Lacey@GREATTheatre.org with your name and job title in the subject line.