

## JOB OVERVIEW

The Finance Manager is a full-time, exempt employee who reports directly to the Executive Director and works closely with senior staff members. The position may be available as an onsite office job, a remote position, or a hybrid of office and remote. Candidates from diverse backgrounds are strongly encouraged to apply.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Month-end closeout of books
  - Reconcile credit card transactions from ticketing system, credit card processor, and donor management system to the bank statement.
  - Book all monthly accruals including payroll, payroll tax, IRA contributions, interest, sales tax, etc.
  - Reconcile all bank accounts.
  - Reconcile prepaid account.
  - Book other month end entries including: music licensing expense with ASCAP/BMI/SESAC, cost of goods sold adjustment, alcohol revenue adjustment, monthly depreciation expense, etc.
  - Adjust deferred revenue for gift certificates used.
  - Review all rentals with staff to ensure accruals booked and/or renters paid.
  - Pull Statement of Activities and Statement of Financial Position reports from QuickBooks and format for Board reporting.
  - Prepare Actual vs. Budget variance explanations for Board reporting.
- Ensure all bills received in a timely manner by following up with staff on any items for which they are expecting invoices and consulting the budget for expected expenses.
- Collect box office reports (BORs) weekly and pay or accrue rental due.
- Receive and validate bills and process checks in a timely manner for E.D. signature.
- Pay bills online in a timely manner as required by vendor.
- Review all bank account balances and arrange for transfers when needed.
- Submit sales tax calculation to State of PA via e-TIDES.
- Process checks for all approved refunds for purchases greater than 120 days old.
- Review and respond to credit card chargebacks.
- Prepare annual budget.
- Apply pledge payments when received.
- Ensure pledge payments are received in a timely manner by communicating reminders to patrons as needed.
- Annual audit and tax filing
  - Gather documentation.
  - Provide additional support as requested by auditor.
  - Review auditor prepared financial statements.
- QuickBooks entries and management: Enter all physical deposit slips; Upload and review all debit card purchases, enter payroll every two weeks and reconcile to bank deposit; Ensure proper support and approved documentation are received.
- Manage balance of checking and debit card accounts.
- Staff liaison who attends Finance Committee meetings and communicates with board treasurer.

## QUALIFICATIONS

- A minimum of 5 years experience in a finance or accounting role.
- Prior nonprofit accounting experience required.
- A business or accounting degree is required.
- Strong code of ethics and integrity with high degree of confidentiality.
- Excellent computer skills including experience with QuickBooks, MS Word, Excel, and database management.
- Must be organized and able to work independently.
- Applicants should be aware that the Colonial Theatre requires all staff to be fully vaccinated.

## COMPENSATION

The salary range is \$50,000 – \$56,000 per year depending on skill and experience. We offer a competitive benefits package that includes: full healthcare and dental coverage; paid vacation, sick leave, and holidays; a matching 403(B) plan; and free admission to movies and live performances.

## TO APPLY

Email your cover letter, resume, and contacts for 3 professional references to Jennifer Carlson, Executive Director at [jennifer@thecolonialtheatre.com](mailto:jennifer@thecolonialtheatre.com).

## EEO/AAP Statement

The Colonial Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state, or local laws

## ABOUT THE COLONIAL THEATRE

The iconic Colonial Theatre is an independent, nonprofit arts destination situated in the heart of thriving downtown Phoenixville, PA, named one of the “Ten Hottest Suburban Philadelphia Towns” by *Philadelphia Magazine* (2017). The theatre’s mission—to nurture community by celebrating the power of film and the performing arts to entertain, inform and reveal meaning—is steeped in its rich history.

From its earliest days as a vaudeville house in the early 20th century to its mid-century transformation into a movie palace to its current embodiment as home to an exceptional mix of movies and live performances, the Colonial has long been a community treasure. It now serves as an anchor institution in the borough’s continued revival and the center for community events and gatherings.

Known internationally as the home of the Blobfest, which annually celebrates the theatre’s role in the 1958 sci-fi classic, *The Blob*, the Colonial attracts patrons from across the region and beyond.

For more information about the Colonial Theatre, visit [www.thecolonialtheatre.com](http://www.thecolonialtheatre.com).