



Title: Finance Associate

Date Printed: 06/23/2018

Job Posted On: 06/12/2018

Posting Expiration Date: 07/11/2018

Work Location: New York City , New York,

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### **Description**

Finance Associate Theatre for a New Audience is seeking a highly-motivated, well-organized Finance Associate to work with the Finance Director to compile, prepare and maintain financial data. The Finance Associate will manage payroll and assist with general ledger reconciliations, monthly departmental reporting, financial statement preparation, annual audit preparation, as well as other duties as assigned.

### **Position Responsibilities**

- Payroll: process weekly departmental payrolls using outside payroll service and post related journal entries.
- Accounts payable processing: process invoices for payment, perform weekly check runs, maintain vendor files, and post related transactions to the general ledger as well as annual 1099 and 1096 filings.
- Cash Receipts/Banking: make deposits and corresponding entries; manage and monitor petty cash and cash advances.
- General Ledger: compile, prepare, and maintain financial data; prepare and post monthly journal entries; run month-end financial reports including account reconciliations.
- Audit: assist with the preparation of annual audit and tax return schedules and confirmation letters.

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### **Required Skills**

#### **Qualifications:**

- Bachelor's degree in Accounting (preferred) or equivalent work experience in finance.
- 2+-years' relevant nonprofit experience (preferred).
- Knowledge of Financial Edge accounting software (preferred) or similar software.

- Strong written, oral, interpersonal and presentation skills.
- Ability to multi-task work under pressure, and meet deadlines.

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### **Benefits**

Compensation: \$40,000-\$42,000. Benefits offered include medical, Life and long-term disability insurance, paid time off, and voluntary pre-tax programs for retirement (403[b]), Transit and FSA.

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### **Comments**

About Theatre for a New Audience Founded in 1979, Theatre for a New Audience (TFANA) is an award-winning off-Broadway LORT C theatre whose mission is to develop and vitalize the performance and study of Shakespeare and classic drama alongside other new work. TFANA is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from underrepresented populations. The position will remain open until a diverse and qualified pool of candidates is identified.

### **Values and Strategies:**

We are guided in our work by five core values: a reverence for language, a spirit of adventure, a commitment to diversity, a dedication to learning, and a spirit of service. These values inform what we do with artists, how we interact with audiences, and how we manage our organization. Language is at the heart of all we do. We focus on the language and ideas of writers. We believe that hearing great language powerfully expressed improves our listening skills, opens our eyes, and deepens our perception and understanding of the world around us. We infuse our work with adventure—provocative ideas, visual boldness, and a sense that we are on a lifelong journey with Shakespeare and classic drama.

We are committed to diversity— diverse approaches to dramatic material, diversity on our staff, in our casting and audiences, and multifaceted relationships with uniquely different communities. Learning is a fundamental principle of the Theatre, and we value learning as a process that takes place over time—a process that depends on our ability to promote curiosity, reflection, study, research and dialogue in all our work. We are dedicated to service. Inspired by our civic role, we seek to create broad public access and to bond the diverse New York community through the language, pleasure and ideas of classical drama.

### **To advance our mission and values, Theatre for a New Audience:**

- produces Shakespeare alongside other plays of classic stature and major contemporary plays, creating a dialogue over centuries between Shakespeare and other authors about our contemporary world;
- builds long-term associations with artists and offers programs for their growth and ongoing

development;

2 • promotes the humanities by presenting dynamic discussions with leading artists and scholars in a variety of fields in conjunction with the plays we present;

- programs for wide-ranging audiences—from connoisseurs of diverse repertory to young people who are seeing groundbreaking productions for the first time;
- promotes access for diverse audiences by offering economically-priced tickets;
- provides rich arts-in-education programs, including teacher training and the largest indepth program in New York City to introduce Shakespeare to Public School students;
- uses its facilities and intellectual resources to serve the local artistic, educational and social communities where the Theatre operates, and contributes to the international theatre community through touring, artistic exchanges and partnerships.

**Kind:** Full Time

**Level:** Staff Position

### **Apply**

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To Apply: Send resume and cover letter to: [jobs@tfana.org](mailto:jobs@tfana.org) include "Finance Associate" in subject line.

Theatre for a New Audience is committed to attracting, hiring and retaining employees who reflect the cultural diversity of our community. We believe that every employee has the right to work in a respectful environment that is free from discrimination, consistent with our commitment to diversity, equity, inclusion and respect. This commitment extends to all aspects of the employment relationship.

[Go to Diversity.com](http://Diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.