

**Job Posting**

**Job Title: Controller (Salaried, Exempt)**

**Department: Finance and Administration**

**Reports to: Chief Financial and Administrative Officer**

**Who is Pasadena Playhouse?**

The Pasadena Playhouse was founded in 1917 by theater impresario Gilmor Brown. Galvanizing a community largely made up of wealthy easterners, Brown raised money from over 1,000 citizens in Pasadena to purchase land at 39 S. El Molino and in 1925 the current landmarked theater opened its doors with national fanfare. In 1937 the California state legislature unanimously voted the Pasadena Playhouse the official state theater of California.

In 2016, the Pasadena Playhouse board appointed Danny Feldman to the newly created role of Producing Artistic Director (a combination of traditional artistic director and managing director responsibilities) to lead a renaissance for the organization. Since joining the Playhouse, Feldman has staged critically acclaimed mainstage productions and led significant growth in board, staff and community investment.

The Playhouse is one of the most prolific drama-producing organizations in the history of American theater, having commissioned over 550 new works, produced upwards of 1,200 shows, spearheaded over 500 world premieres, developed several shows that went on to Broadway, and welcomed millions of audience members. In its history, arts education and access have been at the core of the institution with more than 30,000 students served in the last four years alone. Today, the Pasadena Playhouse State Theater of California is a $7M League of Resident Theaters (LORT) B theater located in beautiful Pasadena, California.

The Playhouse is in the midst of a renaissance which includes new staff and board leadership and a reimagined vision for the future. Moving from a place where the community goes for entertainment, to a destination they seek out for enlightenment is a core purpose. New pillars of groundbreaking theatrical experiences, authentic community engagement and life-long dramatic learning, are set against a business model based on current drivers.

**What will you do?**

Reporting to the Chief Financial and Administrative Officer (CFAO), the Controller will be responsible for all aspects of the accounting function and will work closely with the Business Manager, who is responsible for processing payroll and managing accounts payable and receivable, amongst other duties. The Controller will interact with and provide support to all Playhouse departments, including Production, Marketing, and Development.

**Areas of Accountability**

* Manages the Playhouse’s general accounting operations including various monthly reconciliations and the timely and accurate recording of all transactions
* Works closely with the Business Manager to review contribution accounting, accounts payable, accounts receivable, and payroll
* Serves as backup for weekly ADP payroll processing
* Monitors compliance with the Playhouse’s accounting policy and procedures
* Ensures compliance with all financial and tax reporting requirements
* Services management needs for financial data
* Posts daily contribution batches in Tessitura
* Supports the CFAO in preparing the annual operating budget and monthly cash flow forecasts
* Oversees preparation and filing of source income reporting (1099s and 1042s), sales tax and other state, local and federal filings pursuant to regulatory requirements
* Manages the relationship with external auditors and tax accountants including scheduling and timely completion of audits and the Form 990
* Coordinates data collection and completes various financial surveys, including SMU DataArts
* Prepares financial statements for a variety of grant applications as needed

**Who are we looking for?**

The successful candidate should be highly motivated and comfortable managing multiple tasks simultaneously. Strong organizational skills and attention to details are important; the successful candidate will be responsive and good at follow-through. As the Playhouse staff is small, the Controller must be willing to step in and roll-up sleeves. The Controller should be a model of integrity, fairness and have high ethical standards. Ingenuity, unflappability, dedication, and enthusiasm are also key attributes.

**Essential Skills**

* Minimum of three years of experience in accounting, preferably in a nonprofit organization
* Accounting degree required; CPA preferred
* Knowledge of QuickBooks and ADP payroll
* Familiarity with Excel, Word, Google Suite
* Background and experience in theater or performing arts is a plus
* Knowledge of Tessitura a plus

**How much are we paying and what are the perks?**

Salary: $100,000

Benefits Package: Health and dental insurance. Generous paid time off. 403(b) Retirement Plan.

**How do I apply?**

Please email a cover letter and resume in one PDF to jobs@pasadenaplayhouse.org with the subject line “Controller”. No phone calls please.

*We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.*

The Pasadena Playhouse is an Equal Opportunity Employer

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