

## *The 5<sup>th</sup> Avenue Theatre*

### **Controller**

The 5<sup>th</sup> Avenue Theatre has an excellent opportunity for a **Controller**. This is a key finance leadership position at The 5<sup>th</sup> Avenue Theatre. If you are highly skilled and experienced in this field and would enjoy working with others in the exciting world of musical theater, this is the job for you! This is a full time exempt position with an excellent benefits package, so interested applicants should apply promptly according to the directions below.

#### **Position Summary:**

The Controller oversees all accounting and related financial reporting systems, ensuring accuracy and compliance with GAAP and regulatory requirements. The incumbent is responsible for managing the daily operations of the Accounting Department including supervision of staff who perform reporting, analysis, AP, payroll, and cash receipt functions. The incumbent is also responsible for helping to lead the annual budget process and for protecting the organization's assets by establishing, monitoring, and enforcing internal controls. The incumbent regularly performs a wide variety of complex accounting duties requiring initiative and independent judgment.

#### **Essential Functions Include:**

- Perform monthly closing of the general ledger.
- Create monthly and year-end financial reports.
- Provide leadership in the annual budgeting process.
- Manage daily cash transactions and prepare monthly cash flow statement.
- Responsible for external reporting including tax returns.
- Complete monthly reconciliation of bank accounts.
- Monitor internal control functions and propose/implement new controls as necessary.
- Monitor and confirm the organization's financial condition by conducting audits.
- Lead and coordinate preparation for year-end close and preparation of annual audit documents.
- Review and monitor internal and external show contracts.
- Complete annual surveys and grant financial applications.
- Complete annual insurance coverage renewal.
- Prepare quarterly and annual B&O, Excise and Gambling tax returns.
- Supervise accounting staff, developing team members to optimize the effectiveness of the team and to reach individual and organizational goals.
- Develop and recommend improvements in accounting policies and procedures.
- Foster an environment of continuous improvement, establishing financial and administrative systems to support the organization's operations.
- Communicate effectively with staff throughout the organization, leading the department to promote a positive, supportive and customer oriented environment.

#### **Requirements:**

- Bachelors of Arts in accounting or business required; CPA, CMA or MBA strongly preferred.
- At least eight years' experience in accounting required.
- At least three years' supervisory experience required.

- Thorough working knowledge of non-profit GAAP accounting required.
- Advanced knowledge of accounting principles, and proficiency with accounting software.
- Detail oriented, highly organized, with a demonstrated ability to manage multiple schedules and changing deadlines and priorities.
- Strong communication skills (written and verbal.)
- Ability to work independently and collaboratively.
- Excellent organizational and accuracy skills.
- Proficiency with accounting software (MIP preferred), advanced proficiency with Excel, and at least intermediate skills in other Microsoft Office programs (Word, Outlook, PowerPoint.)
- Demonstrated ethics and integrity. Skills in exercising good independent judgment and demonstrable analytical abilities.
- Positive, articulate, outgoing, and friendly personality; a sense of humor a plus!
- Able to work in an upbeat and often fast-paced environment.
- Demonstrated skills in supervision and management, including providing praise and critical feedback, performing performance evaluations, and providing mentoring and training.
- Demonstrated abilities in “people skills,” including building trust and rapport in business relationships with diverse individuals, and demonstrating listening skills, poise, and tact.
- Flexibility, able to be calm under pressure; interest in the arts/musical theater desired.
- Demonstrated regular and reliable attendance and punctuality.
- The finalist will be required to complete a background check prior to hire.

### **Reports To:**

This position reports to the VP of Finance.

### **Benefits and Compensation:**

Salary is DOQ. This is a full-time salaried position with benefits.

The 5<sup>th</sup> Avenue Theatre provides an array of employee benefits, which includes a comprehensive and attractive benefits package, including 100% employer-paid premiums for medical, dental and vision plans. The 5<sup>th</sup> Avenue Theatre values its employees by providing comprehensive, high-quality benefits, and strives to provide access to industry-leading health care coverage.

### **Work Location**

The work location is the administrative offices for The 5<sup>th</sup> Avenue Theater, 1326 - 5<sup>th</sup> Avenue, Suite 735, Seattle, Washington.

### **Application procedures:**

To apply, please email a cover letter that explains your qualifications for the position, along with a chronological resume, to:

Email: [HumanResources@5thavenue.org](mailto:HumanResources@5thavenue.org)  
Put in Subject Line: *Controller*

Or mail to: The 5<sup>th</sup> Avenue Theatre, Human Resources Dept.

Attn: Controller Recruitment  
1326 - 5<sup>th</sup> Avenue, Suite 735  
Seattle, WA 98101

This job will remain open until filled. Please apply promptly.

No phone calls or walk-ins please.

**The 5<sup>th</sup> Avenue Theater – A Great Place to Work**

Show after show, season after season, The 5<sup>th</sup> Avenue Theatre wows audiences with original Broadway-caliber musicals that win raving fans, ovations, and awards.

We celebrate the great American musical in all its forms. We bring new life and insight to beloved classics. We create tomorrow's must-see musicals, including contemporary musicals that go on to become Tony-award-winning Broadway productions. And because we're a nonprofit theater company with a nationally acclaimed program to develop new musicals, we have the artistic freedom to be an incubator for original productions that expand the repertoire.

As the largest performing arts employer in the Pacific Northwest, we're proud to contribute to the cultural and economic vitality of our hometown. In our commitment to make great musicals accessible to all, we bring diverse audiences to our landmark theater and we take the magic of "The 5<sup>th</sup> to communities across the state. Our theater family is united by something larger than ourselves: to spread the joy of musicals and see the love for them catch fire in the hearts and imaginations of today's audiences. And tomorrow's.

The 5th Avenue Theater is an Equal Opportunity Employer.