

# Children's Theatre of Charlotte

## Director of Finance



### POSITION DESCRIPTION & CANDIDATE PROFILE

*We create exceptional theatre experiences, inspiring generations to explore the wonder of their world.*

Children's Theatre of Charlotte is committed to our mission and The Kindness Project that is at the heart of our work. Children have the right to explore the wonder of their world safely and confidently. We must all work together to have sympathy, create empathy, and be kind. We are proud to be an organization where a diverse mix of talented, committed, and enthusiastic people gather to do their best work. As we inspire generations to explore the wonder of our world, we desire to see the diversity and amazing, expanding tapestry of this world and community reflected in all our programming, behind the scenes, and in our team members, board, and volunteers.

We recognize theatre as a means of holding up a mirror to society, and that all people's race, ethnicity, culture, uniqueness, background, and beliefs should be celebrated and reflected onstage, on staff, and in the audience. We are proud to deepen our commitment to the movement for equity, diversity, and inclusion with the knowledge that we cannot do it alone and will dedicate time, talent and resources necessary to ensure a more inclusive future at Children's Theatre of Charlotte.

*Read more about [our commitment](#) to equity, diversity and inclusion.*

### ORGANIZATION

At Children's Theatre of Charlotte, we create exceptional theatre experiences, inspiring generations to explore the wonder of their world. Through our high-quality productions, unparalleled education programs and inspired community outreach initiatives, we aspire to serve all young people in our community.

Children's Theatre of Charlotte is a pillar of wonder and culture in the Charlotte community and has grown to become one of the top theatres and education organizations for young people in the United States. For almost 75 years, Children's Theatre of Charlotte has provided unique experiences for children and families with technically imaginative productions and wide-ranging education programs. In a normal year, we serve over 250,000 young people and their families.

Our work is only realized on our stages, in our classrooms, and in our community when we thoughtfully curate a team of creative and cohesive collaborators and unique partnerships.

### OUR FINANCIAL PICTURE

Children's Theatre of Charlotte is governed by a 25-member board of directors. In 2022-23, Children's Theatre of Charlotte will operate with a \$4.2 million dollar budget with 51% of our revenue earned and 35% contributed. The organization has a \$17 million endowment with earnings contributing to the annual budget. Generally, the organization employs 44 regular full-time employees and cycles in over 140 part-time and seasonal employees.

### POSITION RESPONSIBILITIES

Reporting to the Managing Director, the Director of Finance serves as the expert advisor to senior leadership and provides forward-looking financial planning and daily management of our accounting and finance functions in alignment with the Theatre's mission, goals, and budget.

As a vital member of our Senior Leadership Team, our finance leader provides hands-on leadership and is directly responsible for the management of several key accounting and reporting functions, including financial reporting, budgeting, forecasting, internal controls, and compliance with contractual documents and government regulations. The director works closely with senior leadership, department managers and staffs to educate them regarding finance and accounting procedures, as well as explore how the finance function can support program operations.

#### *Leadership/ Management*

- Develop excellent working relationships with internal and external stakeholders. This includes serving as staff liaison to the Finance Committee of the Board of Directors. Prepares financial reports for the Managing Director, Finance Committee and Board of Directors to monitor the budget and address current issues.
- Think creatively about future organizational needs.

- Collaborate with Managing Director and Artistic Director to lead and execute special projects based on organizational needs.
- Establish and implement goals for the finance function that align with the Theatre's mission, goals, and strategic plan.
- Lead through a lens of equity, cultural awareness, and sensitivity.

### ***Accounting and Finance***

- Establish, monitor, and maintain accounting controls and procedures; ensure financial records are maintained in compliance with accepted policies and procedures and all financial reporting deadlines are met.
- Support the treasury functions, including banking, cash management and forecasting.
- Prepare accurate and timely monthly operating and other financial reports, dashboard of key metrics and cash flow analysis/projection. Monitor revenues and expenses to meet the Theatre's budgetary targets. Ensure the accuracy and integrity of financial statements by providing leadership on internal controls and maintaining appropriate internal control standards.
- Actively direct, manage, and oversee all accounting and payroll operations/activities, ensuring that these systems are accurate, efficient, and in accordance with professional accounting practices and governmental regulations.
- Prepare annual financial statements in compliance with generally accepted accounting principles (GAAP) and coordinate the annual independent financial statement audit, adhering to all deadlines. Lead, coordinate and ensure timely submission of all federal and state income and payroll tax returns and regulatory filings.
- Oversee and support the financial relationship with Charlotte Mecklenburg Library (CML), including shared revenue, expenses, and capital needs. Serve on the ImaginOn Management Committee, providing budget information prepared in conjunction with the CML Finance Director.
- In collaboration with the Managing Director, provide oversight of and accounting for the endowment fund pledges and investments. Maintain the relationship with the Investment Manager and facilitate communication between Finance Committee and the Investment Manager.
- Provide support and accounting for restricted funds designated for specific programs. Prepare or review financial information and reports for new grant submission, reports for grants received and final reports.
- In collaboration with the Managing Director and Finance Committee Plan, review, approve, and track all capital expenditures and appropriate depreciation.

### ***Planning & Budgeting***

- Partner with Managing Director to design, develop and implement financial strategies, systems, policies, and procedures to ensure financial control and compliance requirements, as well as successful engagement of the strategic goals of the organization.
- In collaboration with the Managing Director, lead development of multi-year and annual budgeting process working with all departments to develop departmental budgets, expenditure projections, and cash flow projections.
- Analyze and prepare data for annual budget and budget-to-actual expense comparisons on a regular basis for review by senior leadership. This includes preparing end of year projections.
- Evaluate cash flow needs to support operations and artistic programming.

### **PROFILE OF A SUCCESSFUL CANDIDATE**

The successful candidate will possess a strong understanding of financial management, accounting, payroll, and budgeting. They will be able to work closely with the senior leadership team and lead a high-functioning finance team in running an efficient, effective, responsive accounting, budgeting, and reporting operation.

- Bachelor's degree in related field (e.g., accounting, finance, or business).
- 8-10 years of managerial experience at both the strategic and tactical level in financial management.
- CPA designation (preferred).
- Passion for Children's Theatre of Charlotte's mission. A willingness to both fully understand the inner workings of a theatre for young audiences that is constantly innovating, and lead in support of our programming, goals, and mission.

- Experience working in philanthropy and/or nonprofits is preferred, but not required.
- Strategic thinker with an entrepreneurial spirit. That is, listener who analyzes complex situations and helps to build consensus. An open mind that asks questions, learns from others, and brings a “Let’s see how we can do it” approach to problem solving.
- Proactive, creative, flexible mindset with the ability to quickly adapt to the evolving needs of a growing organization. A smart and confident decision maker who operates with integrity, collaborates with sincerity, and counsels with affability.
- Exceptional analytical, and critical thinking skills, as well as outstanding problem-solving abilities.
- Adept at using a variety of apps and digital tools to accomplish tasks. This includes individual apps such as those in the Microsoft Suite and Google Suite, as well as full-scale Accounting and Payroll/HRIS systems software.
- An ability to create organizational systems and apply project management skills in support of institutional-wide change.
- An ability to work under pressure, plan personal workload effectively and delegate.
- Excellent interpersonal communication and experience in collaborating with a wide variety of internal and external stakeholders. An available and responsive department head to internal and external constituents.
- Strong integrity, work ethic, as well as a commitment to professional excellence, fiduciary duty, and discretion.

### **COMPENSATION AND BENEFITS**

Salary Range: \$65,000 to \$70,000. CTC offers a competitive compensation and benefits package that includes paid time off; medical, life, long term disability and vision; voluntary dental, short term disability; 403(b) retirement plan.

### **APPLICATION INSTRUCTIONS**

Please submit by email and in PDF format to [CarolynA@ctcharlotte.org](mailto:CarolynA@ctcharlotte.org):

- Cover letter
- Résumé
- In 500 words or less answer the following question and please add it as a separate attachment from your letter and resume: Why are you drawn to Children’s Theatre of Charlotte and what about you and your experience will make you a successful Director of Finance at Children’s Theatre of Charlotte?