



DIRECTOR OF FINANCE & OPERATIONS TRINITY REPERTORY COMPANY, PROVIDENCE, RI

Trinity Repertory Company, the Tony Award-winning State Theater of Rhode Island, seeks a dynamic leader for its administrative, finance, and operations functions, including accounting, financial management, facilities, human resources, and information technology. As an integral member of the senior leadership team reporting to the Executive Director, this position directly and indirectly supervises a full-time staff of six. The successful candidate will have excellent communication skills; work collaboratively with others to develop and execute organizational priorities; demonstrate an understanding of and commitment to antiracism work; be skilled in non-profit accounting, finance, and human resources; demonstrate a track record of successful financial management; have the proven ability to prioritize and manage projects and deadlines effectively; and exhibit strong administrative and organizational skills. Minimum requirements include seven or more years of professional experience and/or training in business, management, human resources, and/or accounting. Complete posting at www.trinityrep.com/jobs. To apply, submit your cover letter and resume to jobs@trinityrep.com. Trinity Repertory Company is an equal opportunity employer dedicated to building a culturally diverse, equitable, and antiracist environment.

ABOUT TRINITY REPERTORY COMPANY

Rhode Island's Tony Award-winning theater company, Trinity Rep has created unparalleled professional theater for and with its community since its founding in 1963. Trinity Rep is committed to reinventing the public square and inspiring dialogue by creating emotionally-stimulating productions and innovative education programs for all ages and abilities. Whether classical or contemporary, all of Trinity Rep's productions connect audiences with the play and each other in meaningful and sometimes surprising ways. Its annual production of *A Christmas Carol* has brought families together for 40+ years and made memories for over a million audience members. Trinity Rep shapes the future of the nation's theater through the development and production of new plays, as well as the tuition-free Brown University/Trinity Rep MFA program – one of the leading programs for actor and director training in the country.

Trinity Rep strives to facilitate human connection through its commitment to forming meaningful community partnerships, creating a safe and welcoming environment for everyone, delivering exceptional customer service, and connecting patrons with its resident company of artists. Trinity Rep has resolved to place antiracism at the center of its work, and has embarked on a robust planning process to develop and implement a bold new vision for theater making, education, and community engagement, founded on the principles of genuine equity and antiracism.

Located in downtown Providence, Trinity Rep has long been a driving force behind the creativity that fuels and defines the region. Typically employing over 200 artists, educators, and administrators, the organization generates nearly \$21 million in direct and indirect economic activity annually. It is one of 76 theaters nationwide with membership in LORT (the League of Resident Theaters), the organization representing America's leading professional theater companies.

Learn more at www.trinityrep.com/about/.



ABOUT THE COMMUNITY

Ranked #1 in Travel + Leisure Magazine's 2014 America's Favorite Cities Survey, praised by Architectural Digest as "The country's best small city," and named America's Coolest City by GQ Magazine in 2015, Providence is the capital and most populous city in Rhode Island. Founded in 1636, it is one of the oldest cities in the United States and the third-largest city in the New England region after Boston and Worcester. Providence has a city population of 180,609 and is part of the Providence metropolitan area with an estimated population of 1,622,520. The region is considered part of the Greater Boston combined statistical area, the sixth largest in the country, with over eight million residents.

Once nicknamed the "Beehive of Industry," Providence has rebranded itself as the "Creative Capital" to emphasize its educational resources (Brown University, Rhode Island School of Design, Providence College, Rhode Island College, Roger Williams University, and Johnson & Wales University) and arts community. Over the last twenty years, much of Providence has undergone a true civic renaissance, as political leaders and residents have propelled the city into an exciting place to work and live. City streets are packed with boutiques, hotels, renovated lofts, excellent restaurants, and art spaces.

In addition to being the home of Trinity Repertory Company, Providence has a remarkable arts and culture community that includes nationally renowned community arts center, AS220, the Rhode Island Philharmonic Orchestra, RISD Museum, Providence Athenaeum, Festival Ballet, and WaterFire. Providence is also home to several performing arts centers such as the Veterans Memorial Auditorium and the Providence Performing Arts Center, as well as a number of smaller theaters. The city's music scene, centered on artist-run spaces, is well known in underground music circles.

The restaurant scene in Providence is second to none and a source of immense pride for residents, as the city has been consistently recognized as a top city for food. Because of Rhode Island's proximity to the ocean, many restaurants, grocery stores, and farmer's markets boast food sourced from the state itself, giving real meaning to the phrase "farm-to-table" dining. From bakeries and coffee shops, to bars and food trucks, there is no shortage of fun, excellent, cutting-edge dining in the city.

COMPENSATION

\$75K-\$80K/year; competitive benefits package including health insurance, dental insurance, voluntary supplemental benefits, 401(k), vacation, sick time, personal time, and paid holidays.

DESIRED START DATE

March 2021, or as soon as practicable



JOB DESCRIPTION

Job Title:	Director of Finance & Operations
Department:	Administration
Reports To:	Executive Director
FLSA Status:	Exempt, Full-time
Salary Range:	\$75K-\$80K

Summary:

Serving as a member of the senior management team, lead all administrative, finance, and operations functions, including accounting, financial management, facilities, human resources, and information technology.

Essential Duties and Responsibilities include, but are not limited to, the following:

- **Financial Management:**
 - Developing, monitoring, and reforecasting the annual operating budget with department heads.
 - Preparing monthly financial reports, including supervising the Staff Accountant in revenue and expense reconciliations and balance sheets preparations. Preparing special reports and financial analyses as needed.
 - Supervising that daily deposits are being made and that all accounts are balanced and reconciled on a monthly basis. Developing and implementing internal controls for cash related activities and accounting functions. Maintaining all fund and nonprofit accounting.
 - Managing cash flow, cash balances, short-term investments, and banking relationships.
 - Ensuring that all federal and state tax and reporting obligations are met and that necessary tax filings, returns, and compliance notices are prepared and submitted on a timely basis.
 - Assisting in the audit process and preparation of necessary documents and schedules.
 - Preparing financial information for grant applications and reports as needed.
 - Preparing various reports and surveys for funding agencies, unions, and national service organizations. Ensuring timely response to unemployment claims and requests for employment verification. Ensuring timely response to credit inquiries.
 - Administering commercial insurance policies, including general liability, property, directors and officers, and workers compensation, including premium audits.
 - Serving as staff liaison to the Finance and Human Resources Committees of the Board of Trustees.
- **Human Resources Management:**
 - Responsibility for human resources management, including working with executive leadership to establish policies and procedures. Additionally, ensuring accurate and updated information; implementing employee orientation, handbooks, and benefits; working on team coaching, development, and



professional training; managing organization-wide employee evaluation processes; addressing personnel issues that arise; and conducting exit interviews.

- Advancing, supporting, and promoting organizational inclusion, diversity, equity, access, and antiracism goals in staffing, policies, procedures, and practices.
 - Reviewing weekly payroll and assisting with processing when necessary.
 - Working with Executive Director on annual review of benefits, including medical insurance, dental insurance, voluntary benefits, 401(k) plan, and all ancillary benefits.
 - Serving as a key resource to staff and vendors, and liaising between departments to help manage the flow of information and resources throughout the organization so that each person has the tools needed to succeed.
- **Operations Management:**
 - Supervising facilities and operations management, including new and currently-held facilities.
 - Managing information technology administration, including computers (hardware and software), network, and telephony, through both daily management and strategic initiatives. Working with outsourced company to ensure that all information technology needs are being addressed in a timely fashion and that appropriate and timely investment in hardware and software are made.

Supervisory Responsibilities:

Supervise, manage, and lead the finance and operations departments with four full-time direct reports (Staff Accountant, Account Payable & Human Resources Assistant, Facilities Manager, Receptionist) and two full-time indirect reports (Maintenance Technician, Security Supervisor), supported by additional part-time security staff and outsourced information technology contractor. Carry out supervisory responsibilities in accordance with organizational policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; employee performance appraisal, management, and development; addressing and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Seven or more years of professional experience and/or training in business, management, human resources, and/or accounting; strong administrative and organizational skills; interest and/or involvement in an arts related enterprise; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, business plans, and procedure manuals. Ability to effectively present complex financial information and respond to questions from groups of managers,



employees, public groups, and the Board of Trustees in writing, by telephone, through face-to-face conversation, and public speaking.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and high-level accounting. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret financial statements and governmental accounting forms and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of accounting software (Accounting Seed or Salesforce preferred); internet software; payroll systems; spreadsheet software; and word processing software.

Certificates, Licenses, Registrations:

CPA certification a plus

Other Qualifications:

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Currently, due to the pandemic, all employees are working remotely in all but the most extenuating circumstances. If on-site work is necessary by anyone, it must be socially distanced and carried forth pursuant to the protocols in Trinity Rep's COVID-19 Safety Plan and Protocols.
- The noise level in the work environment is usually moderate.
- Trinity Rep is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams.
- Employee must be able to work nights and weekends up to 5% of the time.
- This job may require national travel up to 2% of the time for conferences or training.