



Title: Financial Manager

Reports To: Executive Director

Job Description: The Financial Manager is responsible for the timely execution of financial transactions and subsequent reporting. This includes, but is not limited to, entering information into accounting journals and/or accounting software, reconciling to ensure accuracy, and monitoring, paying, and reporting the company's charitable gaming enterprise to the Executive Director of NPPA/FMCT.

Responsibilities, include but are not limited to:

- Pick up mail 2 times a week.
- Report donations to Executive Director and Exec Assistant as they arrive.
- Monitor ArtsPeople donor and sales reports.
- Monitor Benevity (and all donation sites).
- Monitor bank balances 2 times daily. (Start of day/end of day).
- Monitor credit card account daily.
- Keep monthly/yearly certifications, licenses, and subscriptions up to date.
- Report to Executive Assistant on staff credit card receipt reporting.
- Monitor accounting and check supply levels and reorder as necessary.
- Process payroll.
- Correct missed punches in Open Time Clock – confirm with Executive Director.
- Track employee PTO – submit monthly PTO report to Executive Director.
- Print payroll reports for theatre and gaming – cc Executive Director every other week.
- Complete payroll worksheet.
- Track, combine, develop gl codes with approval/assistance from Executive Director.
- Enter deposits and invoices daily for theatre and gaming.
- Keep gaming supplies prepared.
- Prepare quarterly gaming IPR's.
- Run gaming expense reports, cc Executive Director.
- Run trust account payments, cc Executive Director.
- cc Executive Director on any transfer of funds in bank accounts.
- Monitor and file gaming reports cc Executive Director.
- Collect and record gaming sheets.

- Tag and monitor fixed assets.
- Pay invoices, merchants, lease, and CAM expenses in a timely manner.
- Print checks weekly, deliver to staff meeting for Executive Director to sign.
- Prepare financials for monthly board meetings.
- Issue invoices in a timely manner.
- Ensure receivables are collected promptly.
- Record cash receipts and make bank deposits often/as needed.
- Conduct monthly reconciliation of credit, to ensure accuracy.
- Maintain the petty cash fund.
- Create the Company's financial statements.
- Act as the Company's liaison for external audits.
- Maintain an orderly accounting filing system.
- In collaboration with the E.D. develop & maintain the annual budget provided to the Board of Directors.
- Calculate variances from the budget and report variances to the Executive Director.
- Prepare quarterly gaming tax return.
- Work with Audit Firm to prepare end of year tax returns for gaming and the theatre.
- Complete Annual finance report by end of May yearly.
- Follow Generally Accepted Accounting Practices (GAAP) and Procedures.
- Comply with local, state, and federal government reporting requirements.
- Handle Employment verifications.
- Manage HR paperwork for all theatre and gaming full-time, part-time, and overhire positions.
- Assure that \$50 of every donation (higher than \$50) is applied toward an FMCT membership each month.
- Redeem Menards Rebates.
- Other duties as assigned by Executive Director.

Desired Qualifications: Candidates should have, at minimum, an associate degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with knowledge of the Quick Books Accounting software.

Supervises: This position has no personnel supervisory responsibilities.

Last Revised: January 2025