



## GENERAL INFORMATION

**Position Title: Controller**

**Department: Finance**

**Title of Immediate Supervisor: Chief Financial Officer**

**Salary Range: \$90,000 – 100,000 (Full time, Exempt)**

**Best Consideration Date: March 18<sup>th</sup>, 2024**

### **About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, culturally specific genres, dance, and more. We also have an ever-expanding artistic and educational presence on the internet, envisioning ongoing opportunities for online connection and community.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events in myriad performance venues and neighborhoods, Washington Performing Arts engages international visiting artists in community programs and introduces local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the D.C. Government. We have now embarked upon our second half-century, ever inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

Visit our website at [www.washingtonperformingarts.org](http://www.washingtonperformingarts.org) for more information about WPA.

### **Position Summary:**

Washington Performing Arts (WPA) is seeking a dynamic, strategic thinking Controller, familiar with nonprofit accounting (preferably in the performing arts) to oversee key accounting and finance functions with an eye towards improving and automating accounting processes throughout the organization. The CFO is looking for a partner to strengthen WPA's overall financial management and implement procedures and strategies to improve efficiency and maintain accounting accuracy and compliance with relevant regulations. The ideal candidate will bring curiosity, a sense of humor, a love of solving complex problems, and a willingness to jump in and learn the ins and outs of WPA's accounting and related ticketing, fundraising, payroll and other systems (Sage Intacct, Tessitura, Paylocity, etc.). The controller will work closely with program staff and department managers to ensure financial data integrity and support strategic decision-making. The Controller will manage a part-time accounts payable position as well as the finance related duties (including payroll processing) of the Assistant Director of HR & Operations. This full-time position is based in Washington, DC and has a hybrid work schedule.

## Responsibilities

- Plan, direct, and coordinate the accounts payable, accounts receivable, payroll functions, and donor financial reports, ensuring accuracy and efficiency.
- Manage the day-to-day and overall finance and accounting process, including journal entries, month-end close, general ledger, bank and balance sheet account reconciliations, and payroll processing activities of the outside vendor.
- Ensure the timely and accurate month and year-end close, including approval of bank and other reconciliations and preparation of financial statements. Advise the CFO on notable variances in the budget.
- Work closely with the Assistant Director of Advancement Resources to ensure compliance with federal and DC funding requirements and provide financial reporting as needed for foundation grants and other donor requirements.
- Ensure WPA's revenue, deferred revenue, and overhead allocations are correctly recorded.
- Lead and manage the annual audit and the production, review, and submission of IRS form 990 for WPA by working closely with WPA's audit committee and external auditors to complete financial statement audits within established deadlines.
- Support the CFO with annual budgeting, financial planning, and reporting and preparation of ad-hoc schedules and reports. Develop, review, and monitor program budgets. Ensure staff receives monthly budget updates analyzing year-to-date expenditures.
- Support the CFO in developing and implementing policies and procedures to improve financial business planning and ensure compliance with GAAP, IRS, federal, and organization policies.
- Oversee WPA's financial software system (Sage Intacct) and contributed and earned revenue in WPA's ticketing and fundraising system (Tessitura), ensuring all information and processes are up to date. Coordinate with the Advancement Department and Patron Services Manager to ensure that data is accurate and that appropriate procedures are in place to record contributions, ticket sales, and other financial transactions and reconcile the data between the two systems monthly or more frequently as needed.
- Work with the CFO to ensure that WPA adheres to the highest ethical standards by maintaining accuracy, transparency, and accountability for all grants.
- Promote a diverse, inclusive, effective, and positive team environment within the office, supervising staff, and providing coaching, support, training, and development opportunities as needed. Assist CFO with accurate and timely financial reports, statements, and analyses for executive and board-level review.
- Responsible for the timely preparation of monthly financial statements and year-end closing.
- Manage cash flow and liquidity and monitor bank relationships.
- Reconcile all accounts, ledgers, update schedules, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control safeguards for the receipt of revenue, costs, and both budgets and actual expenditures.
- Manage and monitor accounts receivables and revenue accounting processes.
- Assess organizational spending and revenue patterns and recommend solutions to any areas to the CFO.
- Manage and file all necessary forms with IRS and provide 1099's to WPA vendors.
- Implements consistent accounting policies, practices, and procedures across all entities.
- Participate in special projects and perform other duties as requested.



### **Preferred Qualifications**

- Bachelor's degree in accounting, finance, or business management with at least five years of experience in a similar role; previous Accounting Manager, Controller or higher-level experience is strongly preferred.
- Nonprofit accounting experience is strongly preferred.
- Proficiency in accounting software and financial systems (Sage Intacct, preferred).
- Experience integrating various systems (Payroll, Ticketing/Fundraising CRM, Banking, AMEX, etc.) with accounting system.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and federal grant reporting requirements and regulations.
- Strong communication and interpersonal skills.
- Detail-oriented and able to work effectively under pressure.
- Ability to maintain a high degree of confidentiality.
- High-level proficiency utilizing Microsoft Excel and working knowledge of other Microsoft Suite products—Word and PowerPoint.
- Commitment to advancing the organization's desired culture and mission.
- Strong problem-solving skills and ability to strategize financial and budgeting issues.
- Ability to prioritize, work under pressure, meet deadlines, and produce quality results.
- Demonstrated ability to work independently, establish priorities, and exercise sound judgment in response to complex and sensitive situations. Problem solver that seeks out solutions and new issues that may arise.

### **Benefits of Working with WPA**

- Competitive medical, dental, and vision plan offerings including some 100% employer-paid options.
- HSA and FSA plans
- Employer-paid Life Insurance with AD&D plus Long-Term Disability Insurance.
- Maintain up-to-date knowledge of current visa/tax withholding laws and treaties
- Annual Health & Wellness and Professional Development stipend.
- Employer Assistance Program
- 403B and Roth Retirement Savings Plan Options
- 20 Vacation days per year, 2 days of Personal Time off, 13 days of Sick Leave
- Four weeks paid Maternity/Paternity leave (after full-time employment of 1 year)
- Employee-paid, pre-tax commuter benefit for taking public transportation to work
- 10 paid holidays plus 5 or more additional days determined and announced at beginning of each fiscal year.
- Free attendance to WPA performances



### Application Instructions

- Please send a cover letter and resume to [HR@washingtonperformingarts.org](mailto:HR@washingtonperformingarts.org) with position title in subject line.
- Successful candidates for this position will be required to undergo a background check as a condition of employment.

### Organizational Diversity and Inclusion:

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to the composition of our board and staff. Accordingly, we seek to build a team that reflects — and meets the needs of — the community we are part of and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action. Hiring a diverse workforce is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder's guiding ethos of "everybody in, nobody out." To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts' mission, because of our differences, not despite them.

### Equal Employment Opportunity Statement:

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Washington Performing Arts' employment decisions are made based on the needs of the organization and qualifications of the applicants and employees.