



Position Available Director of Finance

SKYLIGHT MUSIC THEATRE

Founded in 1959, Skylight is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. Skylight produces the full spectrum of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the Cabot Theatre in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. Skylight Music Theatre marks its 63rd season in 2022-2023.

POSITION DESCRIPTION

Working closely with, and reporting to, the executive director, the Director of Finance is responsible for ensuring the accuracy of the financial operations of Skylight and preparing the annual budget. Additionally, the Director of Finance is a mid-level management position, handles all enrolling and maintaining of employees' insurance coverage. Operating on an annual budget of approximately \$3.5 million, the Director of Finance is a key member of the senior leadership team of Skylight. Hybrid schedule possible.

Specifically, the Director of Finance:

Accounting	Maintains general ledger on computerized accounting system (currently Sage). Make bank transfers and monitor and reconcile all operating accounts including cash-flow projections. 3
Payroll	Prepare the weekly payroll (currently iSolved) for 60+ employees, and accurately track employee leave. Create and maintain employee files.
HR/Employee Benefits	Monitor and administer employee benefits. Prepare 1099s for contracted personnel.
Budgeting/Reporting	Assist the executive director with the preparation of the annual budget. Prepare monthly financial statements and cash flow statements. Work with the Board VP of Finance/Treasurer to present the financial statements at each board meeting. Assist with requests from the board related to budgets and projections.
Annual Audit	Assist the executive director prepare work papers and documentation to submit to external auditor for the annual independent audit and tax returns, including the coordination of audit with Skylight team and external auditors.
Investments	Coordinate with the Investment Advisor to ensure investment reports are received and reviewed each month. Assist the Investment committee in adherence to the Investment Policy.

Qualifications: Candidates should have a minimum of a Bachelor's degree in accounting along with 3-5 years of accounting experience. Proficient in Excel, general bookkeeping, and payroll software. Interested in learning new systems and software. Willingness to work as a team with other senior leadership staff. A sense of humor, energy and drive are necessary; a background and/or interest in the arts is helpful.

Salary: Competitive
Stating date: As soon as possible

Interested individuals should submit, via email, a cover letter with resume to:

Susan Varela
Interim Executive Director
Skylight Music Theatre
Susanv@skylightmusictheatre.org

Skylight Music Theatre is an equal opportunity employer.