



Position: Controller

Location: Hybrid: Monday and Friday work from home, Tuesday – Thursday in our NYC Office

Schedule: Monday – Friday 9:30 am – 6 pm

Salary Range: \$125k - \$135k

Reports to: Vice President, Finance

Supervises: Staff Accountant-AR, Staff Accountant-AP, Payroll and Benefits Coordinator

The Organization

Building on the foundation of seven historic theaters, The New 42nd Street (New 42) is a leading performing arts nonprofit whose mission is to make extraordinary performing arts a vital part of everyone's life from the earliest years onward. Led by President & CEO, Russell Granet, New 42 engages a wide diversity of New York City youth, artists, educators, and audiences through the New Victory Theater's stage presentations from around the world, award-winning education and youth employment programs, New Victory LabWorks, an incubator for new works, and state-of-the-art rehearsal studio spaces for New York City's creative community.

We believe that representation matters both on the stage and behind the scenes and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

The Position

The Controller oversees and is responsible for the day-to-day accounting activities of the organization as well as the financial reporting to both internal and external stakeholders. The Controller is a member of the Senior Staff team.

Primary Duties and Responsibilities:

ACCOUNTING OVERSIGHT AND REPORTING MANAGEMENT

- Ensure monthly, quarterly, and annual closings are completed in a timely manner.
- Implement and ensure adherence to all accounting policies & procedures; periodically review, update and/or develop new/missing policies as needed.
- Establish and maintain an environment of strong internal controls.
- Prepare and provide monthly budget to actual reports for departments; review variances and make necessary adjustments.
- Work closely with the Development department to manage contributions and provide financial information and analysis for grants reporting.
- Ensure that all federal, state and city filings are done in a timely manner, including quarterly sales tax reports and payments.
- Maximize efficiency of accounting software (NetSuite) and supporting databases.

- Assist VP of Finance with preparation of financial reports and presentation materials for the Board of Directors, Executive, Audit & Finance, and Investment Committees.

AUDIT MANAGEMENT AND COMPLIANCE

- Manage the annual financial audit of the organization; review any recommendations for improving accounting controls and if appropriate, assist in implementing new procedures.
- Facilitate and oversee the annual tax filing of IRS Form 990 and NYS CHAR500.
- Work with the HR Director on annual retirement plan audit and filing of Form 5500.
- With PR and Benefits Coordinator and HR Director, complete annual workers compensation audit.

CASH AND BANKING

- Serve as primary contact and manager of all banking, credit card, and merchant relationships.
- Track and record investment activity.
- Ensure operating cash is sufficient, and reserves are at recommended levels, by managing cash flow from revenue and payables.

LEADERSHIP

- Directly supervise two Staff Accountants (AR and AP), Payroll and Benefits Coordinator, and any temporary staff and/or consultants as needed.
- Hire, train, and develop accounting staff to successfully perform current responsibilities and encourage development of staff for future roles.
- Foster strong working relationships with other Senior Staff members by providing accounting expertise and analysis that will support the achievement of programmatic, departmental, and organizational objectives.
- Commit to advancing New 42's Diversity, Equity, Inclusion, and Belonging initiatives.

QUALIFICATIONS

- Bachelor of Science Degree in Accounting or Finance; CPA and/or MBA preferred.
- Minimum of 7 years of accounting experience, with at least 3 years in a supervisory role.
- Experience with Oracle's NetSuite a plus.
- Nonprofit experience, preferably with an arts or cultural institution; knowledgeable about grants and net assets.
- Experience in integrating various systems with accounting software to build efficient and accurate transfer of data.
- Excellent at building teams and developing talent.
- Effective and persuasive communicator, both orally and in writing.
- Solid analytical skills, unquestionable ethics, and a strong attention to detail, quality, and accuracy.
- Strong interest in working in the performing arts space.

Why Should I Apply?

Be a part of this leading non-profit performing arts organization that is committed to empowering young people, artists, and educators through the performing arts. In addition to a competitive salary, New 42 offers a strong employee benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B Retirement Plan, Employee Pension, and Paid Time Off.

Equal Opportunity Employer

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

How to Apply

Along with your resume please email a few sentences letting us know why you would be a great fit for the position to HR@new42.org.