



## **A Noise Within Finance Manager**

### **GENERAL POSITION DESCRIPTION**

A Noise Within in Pasadena performs and promotes classical theatre as an essential means for our community to confront the universal human experience, expand personal awareness, and challenge individual perspectives. We seek an experienced and diligent Finance Manager to join our ambitious and growing organization.

Our Finance Manager will oversee A Noise Within's short- and long-term financial health; maintain and improve risk management, HR, and compliance strategies; expand and monitor accounting control systems; track operational benchmarks; and support senior staff with expense management and reporting. The Finance Manager will build on processes established by accomplished accounting professionals to develop ANW's increasingly sophisticated financial systems. The ANW admin staff is currently working remotely and there will be flexibility for working from home once we return to the office.

### **Qualities and qualifications of a successful candidate:**

- Bachelor's degree in finance, accounting, business, or other related field or equivalent experience; Master's degree a plus
- Minimum of 3 years professional finance or accounting experience with evidence of successfully executing financial plans and/or overseeing/executing accounting operations
- Demonstrated commitment to equity, diversity, and inclusion initiatives and values, and to an anti-racist work culture
- Excellent Quickbooks and Excel skills; strong communications skills; familiarity with GAAP, FASB, and payroll processing best practices, ability to tell stories with numbers and explain financial concepts required
- Successful candidates will demonstrate diligence, attention to detail, organizational skills, and fluency with accounting principles, math, and analysis

### **RESPONSIBILITIES:**

- Regularly review and analyze ANW's financial health, providing reports and recommendations on future financial plans
- Assist management and departments in developing the annual organizational budget
- Manage and complete annual audit process: collaborate with auditor and MD to provide all necessary materials for annual financial statement audit and tax returns
- Administer payroll process with third party provider
- Complete regular bank statement, credit account, and CRM database reconciliations
- Process A/P, AMEX credit card transaction download and coding, weekly income entry and reconciliation from CRM reports, sales tax tracking, and other ad-hoc bookkeeping items
- Maintain all financial records for required periods on behalf of ANW
- Support workers' comp and other insurance audit processes
- Revise ANW's accounting division of duties policy and enforce best practices

- Other duties as assigned

**COMPENSATION:** The position is full time, exempt, salary is \$66,000-68,000 DOE

**BENEFITS:**

- Company-paid HMO (employees may “buy up” to additional offered coverage)
- 11 paid holidays and one floating day
- Paid vacation and sick time
- Company-matched benefit savings plan

**START DATE:** Flexible, September preferred

To apply, please send a cover letter and resume to: [mbateman@anoisewithin.org](mailto:mbateman@anoisewithin.org). Please put “Finance Manager – Candidate Last Name” in the subject line. Incomplete applications will not be considered. Please, no follow up calls. ANW believes in working hard on our anti-racist practice across the whole organization and we invite candidates to review more information here.

<https://www.anoisewithin.org/equity-diversity-inclusion-at-anw/> Candidates of color and from diverse backgrounds strongly encouraged to apply.