

ACCOUNTING MANAGER

San Francisco Playhouse is the second-largest nonprofit theatre company in San Francisco. Having grown from storefront to 199-seat theatre in just 18 years, we are powered by a team of energetic and innovative theatre lovers. Founded in 2003 as a 501(c)3 not-for-profit theatre company, our programming includes a six-play mainstage season and a three-play Sandbox Series of world premieres, plus a Rising Star Education Program for high school students. Refer to our website, sfplayhouse.org, for more information on our company.

The Accounting Manager is at the heart of the company's business operations and needs to be a great analytical thinker, love numbers, people and the arts. They report directly to the General Manager to create and manage budgets, forecasts and execute strategic plans. They will manage the Accountant which requires solid knowledge of both Quickbooks and ADP payroll processing.

TO APPLY: Please submit a thoughtful cover letter along with your resume.

Status: Full-Time, Exempt

Hours: 40 hours per week

Schedule: Monday - Friday

Start Date: ASAP

Directly responsible for the following duties:

- Create and manage the annual budget as well as quarterly reviews and forecasts.
- Prepare financial package for quarterly Board Meetings.
- Monitor investment account for new stock donations daily
- Manage annual audit and prepare necessary documents and spreadsheets.
- Manage filing of Form 990 with external tax specialist
- Month-end reconciliations including cash, credit cards, payroll and investment accounts.
- Preparation of weekly cash flow projections.
- Biweekly payroll processing
- Annual workers' comp audit: generate payroll reports, complete business operations questionnaire, and work with auditor as needed
- Ensure standard operating procedure (SOP) documentation is up to date.

Manage accountant to complete the following:

- Daily expense entries and reconciliations
- Weekly payroll processing
- Manage group sales invoices
- Process weekly royalty reports
- Monthly Salesforce to Quickbook reconciliation

- File annual business taxes, surveys and other dues.
- Process payments for rental contracts
- Process bank deposits and process petty cash requests
- Monthly workers' comp allocation and accrual
- Manage monthly commuter benefits program
- Quarterly payroll tax filings (via ADP)
- Quarterly benefits eligibility assessment
- Bi-annual Statement of Information
- Manage annual filing of W-2s and 1099's
- Annual HCSO filings and ACA calculations

DESIRED SKILLS

- Strong initiative, curious, and detail oriented
- Good time management skills
- Able to work independently and with teams
- Experience prioritizing and coordinating multiple tasks at one time
- Bachelor's degree required, Arts Management or Accounting preferred
- Minimum 5 years of work experience in accounting required, preferably for a non-profit arts organization with management of staff.
- Expertise in QuickBooks accounting software and proficient bookkeeping skills
- Experience with independent audit processes and workers' compensation practices
- Proficient at creating budgets and budget analysis
- Proficient in Microsoft Office; Excel and Word
- Experience with ADP or other payroll processing systems
- Knowledge of standard office administrative practices and procedures

Compensation:

- \$65k + depending on experience
- Benefits:
 - Paid Sick Leave (per state and local ordinances)
 - Paid Time Off
 - Pre-Tax Commuter Benefits
 - Health Coverage