

## Finance & Business Manager Position Description

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**TITLE:** Finance & Business Manager  
**REPORTS TO:** Managing Director  
**DEPARTMENT:** Administration

**SALARY LEVEL:** C  
**FLSA:** Full Time Exempt  
**DATE:** July 13, 2021

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### POSITION DESCRIPTION:

Woolly Mammoth Theatre Company (WMTC) seeks a skilled Finance & Business Manager to manage the company's accounting systems and processes. This position supports the galvanizing artistic work that Woolly Mammoth engenders by ensuring accurate and clean books with proper financial procedures. The Finance & Business Manager is responsible for the accounts payable, payroll, and miscellaneous receivable functions of WMTC and this position supports the financial closing processes with reconciliations and periodic reporting. Additionally, the Finance & Business Manager provides support to the Managing Director in the areas of contracting, human resources, and risk management. This position requires strong organizational and operational skills as WMTC looks to streamline its financial operations with new and/or upgraded accounting solutions. The Finance & Business Manager reports to the Managing Director and works closely with an outsourced part-time Controller.

### DUTIES & RESPONSIBILITIES:

#### Accounts Payable:

- Enter data and/or review vendor invoices assuring expenses are properly coded;
- Reconcile monthly credit card expenses; assure all receipts are received on a timely basis, and review for proper coding;
- Process vendor payments, corresponding with vendors and staff as needed;
- Ensure vendor accounts and files are current (including W9 forms);
- Annually prepare and file appropriate 1099s;
- Guide artists and other contracted individuals through the payment process;
- Seek and implement process improvements.

#### Payroll:

- Enter data for employee changes – new hires, terminations, deductions, etc.;
- Enter/manage employee vacation and sick time in the payroll system;
- Enter time sheets and process hourly payroll weekly; process salaried payroll bi-weekly;
- Run payroll reports as needed.

#### Miscellaneous Accounts Receivable:

- Generate invoices for payments due from others;
- Record payments received;
- Maintain aging of miscellaneous receivables noting any potential collection issues.

#### Other Accounting Duties:

- Make regular bank deposits;
- Assure all miscellaneous deposits are recorded on a timely basis;
- Prepare various account analyses, journal entries, and reconciliations;
- Support the monthly closing of the books;
- Support the annual audit and tax return preparation.

#### Human Resources:

- Serve as liaison to third party vendors administering benefit plans;
- Act as plan administrator assuring all compliance requirements are met on a timely basis;
- Coordinate new hire onboarding;
- File and respond to unemployment claims.

#### Risk Management:

- Manage the annual renewal process for all insurance, including property, liability, D&O, and workers compensation;
- Assure all required reporting is done on a timely basis.

#### Contracting and Other Business Tasks:

- Secure business and other required operating licenses;
- Execute general business contracts as directed;
- Prepare and/or coordinate any periodic reporting or surveys as directed;
- Provide additional administrative support to Managing Director in finance and business matters;
- All other duties as assigned.

#### Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" below for details.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

### **QUALIFICATIONS:**

#### Experience:

- Must pass accounting assessment;
- Demonstrated experience in not-for-profit accounting (3+ years preferred);
- Hands-on experience with payroll, accounts payable, accounts receivable, and banking processes/systems;
- Experience in implementing online solutions (preferred but not required);
- Previous experience using Tessitura or a similar CRM system (preferred but not required);
- Previous experience with Sage50 Accounting (preferred but not required);
- CPA and/or degree in accounting or finance (preferred but not required).

#### Essential Knowledge, Skills, and Abilities:

- Thorough knowledge of generally accepting accounting principles for not-for-profit entities, especially relative to revenue recognition, donor restrictions, grants, and deferrals;
- Solid understanding of best practices in not-for-profit financial management control systems;
- Ability to manage numerous process/system interfaces with the general ledger;
- High attention to detail and accuracy;
- Strong verbal and written communication skills, and the ability to communicate sometimes complex financial requirements/processes into simplified terms;
- Excellent Excel skills.

#### Other Skills or Qualities:

- Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
- See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
- Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.
- Self-motivated, organized, and able to manage multiple priorities and projects.

#### **WORKING CONDITIONS:**

- Extending viewing of computer screens.
- Typical schedule is Mon-Fri, 9am-5pm or 10am-6pm, with some early mornings, evenings, and weekends as necessary.
- This position has typically sat in an open/shared office environment with moderate noise levels.
- This position is currently a mostly work-from-home position with some regular needs to go into our office in DC's Penn Quarter. We are open to a partially or predominantly work-from-home set-up in perpetuity.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

#### **COMPENSATION:**

- **Starting Salary:** \$60,000
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

#### **OUR CULTURE AT WOOLLY:**

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.