

# Controller

Pay: \$110,000 annual salary

Status: Full-Time, Exempt

## **About the Role**

ACT Contemporary Theatre (ACT) is in the midst of a transformative organizational change as we greatly anticipate and plan for an upcoming merger with Seattle Shakespeare Company, effective July 2025. We are excited to announce an extraordinary opportunity for a detail-oriented, collaborative, and highly organized Controller to join our team.

The Controller will be entering the organization at a time of great momentum. The successful candidate will see the incredible opportunity that awaits with the merging of two prominent artistic leaders in the Pacific Northwest. The ideal candidate is to be expertly skilled at organizing the daily operations of a Finance department. They will lead the organizational efforts to merge the two companies accounting processes and records, bringing deep ground-level knowledge of non-profit financial reporting and controls.

The Controller is responsible for managing the day-to-day financial operations of the theatre, including careful oversight of accounts receivable (AR), accounts payable (AP), payroll, and general ledger activities. This role provides sound financial stewardship in support of the organization's mission, maintains effective internal controls in accordance with best practices and regulations, and ensures the accuracy of financial records. The Controller also supports timely financial reporting and leads efforts to modernize and streamline finance systems and processes.

The Controller assists the General Manager and Managing Director with the organization and preparation of budgets, cash flow, and financial analyses of operations, including interim and final financial statements. This position requires strong accounting acumen, leadership skills, and a vision for continuous improvement through careful stewardship of the finance department. The Controller oversees the Senior Accountant.

The role is a hybrid position with 3 days per week minimum onsite. The salary for this position is \$110,000 annually. ACT provides comprehensive benefits, including access to health insurance, with ACT paying 92% of monthly deductible for the HMO plan, dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by ACT. We offer 11 paid holidays, access to a 403b plan and \$5 downtown parking (except during major conventions), and free tickets to ACT & Seattle Shakespeare productions. PTO begins at 20 days per year and employees also accrue sick time per Seattle Paid Sick and Safe Time (PSST).

## **Responsibilities include but are not limited to:**

### **Finance Operations & Administration**

- Establish, maintain, and improve documentation of finance department policies and procedures
- Lead the annual financial audit and preparation of Form 990 by working successfully with external auditors and preparing schedules and documentation
- Ensure compliance with all applicable regulations, accounting standards (GAAP), and internal policies
- Reconcile all balance sheet accounts quarterly and ensure proper documentation
- Manage compliance with federal, state, and local tax laws and reporting requirements
- Lead, manage, and ensure accountability for the Finance department
- Schedule and run the month-end closing process
- Understand, monitor, and improve department processes to ensure accurate and timely financial reporting

- Prepare and post journal entries, prepare account reconciliation related to theatre operations on a monthly basis
- Conduct variance analysis of financial results against budget
- Prepare monthly financial statements and reports
- Establish and maintain appropriate internal control safeguards
- Evaluate, develop, and implement accounting policies and controls, including documentation and development of training materials

#### **Accounts Payable & Receivable**

- Oversee all accounts payable and accounts receivable activities, ensuring accurate and timely processing
- Develop detailed schedules of routine invoices to inform operational cash flow projections
- Carefully monitor cash disbursements and bank activity
- Ensure accurate recording of donations, grants, and other receivables

#### **Payroll Administration**

- Oversee the pay experience for all employees, ensuring accuracy, transparency, and timeliness of the process, including accuracy in coding, compensation, deductions, benefits, and payroll tax compliance, with support from the Director of People & Culture & General Manager
- Coordinate with Human Resources to ensure appropriate processing of employee onboarding, offboarding, and benefits enrollment/changes
- Manage compliance with federal, state, and local payroll tax laws and reporting requirements

#### **Team Leadership**

- Lead a solution-focused and results-driven environment for the Finance department, utilizing performance management best practices
- Foster a collaborative and service-oriented environment with the Finance department
- Serve as project manager for finance-related systems upgrades or transitions
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

#### **About You**

- Minimum of 2+ years in an accounting supervisory role, preferably in a nonprofit environment
- Minimum of 4+ years with hands-on experience in managing accounting operations, monthly/quarterly accounting close and preparation of financial statements; knowledge of internal controls
- Experience working with the entire accounting operations of an organization (monthend close, revenue and payment cycles, compliance and audit)
- Comprehensive knowledge of Nonprofit GAAP and Uniform Guidance
- CPA license preferred
- Proven leadership ability in overseeing finance operations and administration
- Strong interpersonal and communications skills – demonstrated by active listening skills, speaking and writing effectively, and ability to build trust and rapport with others
- Aptitude and expertise in working with business information systems including the ability to research and resolve accounting software issues and improvements
- Demonstrated experience working successfully cross-functionally
- Excellent attention to detail, excelling in organization and prioritization
- Experience with MIP software preferred

- Experience managing multiple projects for a department with demonstrable project & time management skills
- Intermediate proficiency with MS Office products including Word, Excel and Outlook required
- Ability to pass a background check process congruent with the Fair Chance Employment Ordinance

### **Physical Skills/Work Environment**

Work is performed primarily in an office setting. Primary functions require ability to work in an office setting, to operate office equipment requiring repetitive hand movement and coordination including use of a keyboard and to communicate effectively both verbally and in writing. Vision and hearing are sufficient, with or without correction, to read screens, printed documents, and to operate assigned equipment. Work environment includes a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces.

### **About ACT**

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

### **Equity and Inclusion**

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

### **Our Values**

Forward Thinking \* Quality & Integrity \* Learning & Development \* Inclusive \* Transformative \* Civic Minded  
\* Healthy Relationships & Mutual Respect \* Well-being

### **To Apply**

Please send a cover letter and resume to [astrid.helgeson@acttheatre.org](mailto:astrid.helgeson@acttheatre.org). Include in your cover letter any training or experience relevant to the position that you would like to highlight and specify why you are interested in joining ACT & Seattle Shakespeare.

If you are not sure if you meet all of our qualifications but believe you could excel in the role, you are encouraged to apply. We are committed to considering a wide range of applicants, including those with diverse experience and backgrounds. If reasonable accommodation is required to participate in the job application or interview process, please contact [astrid.helgeson@acttheatre.org](mailto:astrid.helgeson@acttheatre.org).