



DIRECTOR, FINANCE & ADMINISTRATION

Experience Required:	Five (5) years nonprofit accounting experience; three (3) years progressive experience in nonprofit administration or operations management. Supervisory experience preferred.
Minimum Education:	bachelor's degree in related field, or equivalent.
Pay Rate:	\$72,800 – 88,400 annually

Job Ad:

Have you heard? Tucson's Fox Theater is expanding and [the future is right around the corner!](#) With this growth, they need to fill a key leadership role, the **Director of Finance and Administration!**

This position will report to the Executive Director, oversee the organization's finance and administrative functions (including financial accounting, business planning and budgeting, human resources, and business administration), and act as a strategic partner in creating systems and processes that support growth and a capital fundraising campaign.

Who you are:

You have a high level of integrity, accountability, thoroughness, accuracy, and attention to detail.

You have keen analytic, organization, and problem-solving skills which support and enable sound decision-making.

You think strategically and quickly identify opportunities for process improvements, balancing sometimes competing priorities within available resources.

You have excellent communication and collaboration skills with the ability to prioritize, listen, offer solutions, negotiate, and work constructively with a variety of internal and external stakeholders.

What you will do:

Financial Management

- Create, analyze, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program, and grants accounting.
- Coordinate and lead annual financial review/audit process, liaise with external auditors, finance committee of the Board of Directors, and Executive Director; assess any changes necessary.

- Oversee annual budgeting and financial planning process in collaboration with Executive Director and department directors; administer and review financial plans and budgets; monitor progress and changes, and keep leadership apprised of the organization's financial status.
- Day to day entry and/or oversight of accurate revenue recording.
- Manage organizational cash flow and forecasting, with an understanding of deferred revenue and the associated reconciliation process.
- Implement and manage a robust financial management/reporting system, preparing monthly, quarterly, and annual reports as required for board, Executive Director, and department directors to support sound decision making across the organization.
- Conduct ongoing financial controls assessments, enhancing internal systems and procedures, ensuring that all accounting, bookkeeping, accounts payable/receivable, and bank reconciliations are organized and accurate in accordance with generally accepted accounting principles.
- Effectively identify issues, concerns, and opportunities; and advise Executive Director on critical financial matters.
- Track and correctly manage/monitor grants and restricted funds received.
- Act as a strategic partner to the Executive Director for growth-related fundraising campaigns.
- Act as a strategic thought partner to the Executive Director, continuing to evolve systems, processes, best practices, growth, and financial strength on behalf of the organization

Administration & General Business Operations

- Oversee preparation of payroll, employee benefits administration, and general human resources compliance, maintaining effective working relationship(s) with payroll processing/professional employer organization vendor(s) to ensure quality human resources management is achieved.
- Develop, implement, and oversee best in class hiring, onboarding, and employee development processes and systems to support on-going growth and a vibrant culture.
- Oversee and participate in basic administrative and office functions (including purchasing procedures, phones, business systems, general supplies, and equipment) to ensure efficient and consistent operations.
- Update, implement, and maintain all required business and general liability insurance policies, bank accounts, government reporting, business and operating licenses, and contracts with major vendor partners.
- Ensure accuracy, completeness, and efficiency of use of corporate records, documentation and files, financial and business records, and general filing systems.

Department Leadership

- Recruit, hire, train, and directly supervise Finance & Administration Associate(s).
- Work collaboratively with Fox leadership team to ensure alignment with other department functions, and support overall organizational success and continuing positive impact of the Fox.

What you will get:

This is an incredible time to join and have an impact on "The Crown Jewel" and cultural center of Tucson, right at the start of a project that will have economic and cultural impact for generations to come!

- Salary Range: \$72,000 – 88,000 with room to grow as they do
- Health and Dental with 75% employer contribution to the premiums
- 401K following 6 months of employment
- Generous PTO: Vacation + Sick Time + 11 Paid Holidays
- Parking pass for an office located right in the heart of downtown Tucson

Values: Togetherness & Community · Growth · Partnership · Respect & Inclusion · Quality & Craftsmanship · Sustainable Legacy

Qualifications:

Top candidates will have proven experience developing, refining, and leading transparent and efficient financial and business management strategies, procedures, and reports, in a dynamic and evolving non-profit environment.

- Bachelor's degree in finance, accounting, or business administration, or equivalent experience in related field of study.
- At least 5 years of progressive financial management experience in a non-profit organization with a successful track record in budgeting, cash flow oversight, financial reporting, and grants and restricted funds tracking.
- Seasoned professional, with a minimum of 7 years overall professional experience.
- Expertise in QuickBooks Online or equivalent accounting software.
- Proven ability in monthly and annual accounting closes, reconciliation, and audits.
- Thorough understanding of grants, donations, and restricted funds tracking, accounting, and operations
- Demonstrated understanding of deferred revenue booking and accounting
- Proven ability to think strategically and quickly identify opportunities for process or systems improvements, balancing sometimes competing priorities within available resources.
- Excellent communication and collaboration skills with ability to prioritize, listen, offer solutions, negotiate, and work constructively with a variety of internal and external stakeholders.
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to the Fox's mission, vision, and strategic direction.

Preferred:

- Familiarity with performing arts organizations with ticketing, concessions, and varied contributed revenue streams preferred.
- Success in developing others through example setting and knowledge sharing, including direct reports, peers, and department heads.

The Fox Theater Tucson: *We make memories. We make connections. We make Tucson proud.*

MISSION

We enliven Tucson, fostering community growth and connections by shaping exceptional, live arts experiences in a celebrated setting.

VISION

Our vision is to serve as a leader and collaborative partner in a thriving Tucson cultural landscape.

Central to our purpose is the ongoing enjoyment and continued vitality of a cherished and historically significant venue. Our success rests in how the theatre and its programs embody and facilitate a positive sense of place and connectedness, holding cherished memories and creating transformational new arts experiences for Tucsonans of all ages and backgrounds.

Fox Tucson Theatre's commitment to Diversity, Equity, Inclusion, and Access

The Fox Theater Tucson is an equal opportunity employer and is committed to fostering an environment

that is inclusive and welcoming for board and staff members with different backgrounds, identities, and lived experiences. Their culture embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences.