DIRECTOR OF FINANCE - Reporting to the Managing Director and working closely with Producing Artistic Director, the Director of Finance will serve on the senior leadership team for FST.

We are seeking a leader with significant not-for-profit financial experience who brings a can-do, entrepreneurial, and enthusiastic disposition to the job and who can inspire others to do their best work.

Florida Studio Theatre is committed to developing a work environment that is reflective of the diverse community that it serves. Applicants from any and all diverse background are strongly encouraged to apply.

What You Will Be Doing:

- Serve as a member of FST’s leadership team, setting organizational strategy, and providing financial oversight.
- Recognize and anticipate opportunities and challenges as they relate to financial systems and operations; generating ideas, strategies, and solutions to drive impact.
- Provide strategic recommendations to the Managing Director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversight of FST’s Business Office, supporting growth in their roles and cross training, across accounts payable, accounts receivable, payroll and purchasing functions; and ensure accuracy of financial data entry.
- Manage human resources to staff in regards to compensation and benefit packages.
- Partner with department heads to ensure the team has access to all information and reporting necessary to meet its goals.
- Oversee (develop, monitor, and revise) short- and long-term budgetary planning and cash flow management to ensure alignment with FST’s strategic priorities; work closely with all Department Heads to monitor and develop the organization’s budget.
- Manage investment strategies, budgeting, audit, tax, accounting, grants administration, real estate, and risk management activities.
- Ensure organizational compliance with all regulatory tax filings and audit requirements; coordinate annual audit activities.
- Design and implement fiscal policies and procedures (internal controls) and ensure that staff maintains financial record systems in accordance with Generally Accepted Accounting Principles.
- Generate and distribute accurate monthly, quarterly and annual financial reports for the Producing Artistic Director, Managing Director, Department Head Management Staff, Board of Directors and other audiences as required.
- Other duties as assigned.

What You Need for this Role:

- At least 5 years of broad financial leadership experience, including success serving as a team leader, experience planning and managing budgets for a not-for-profit organization, and overseeing annual audit processes.
- Robust understanding of financial accounting, with demonstrated success creating financial models, managing reporting, ensuring proper control and audit processes within a not-for-profit setting, including endowments.
• Collaborative approach to executive leadership, and the ability to work effectively with cross functional teams to meet goals and improve organizational performance
• Demonstrated success improving financial and operational policies, processes, and procedures.
• Demonstrated excellence in managing human resources, finance, accounting, and budgeting.
• CPA, MBA, and/or MFA degree or equivalent preferred, but not required.

FST, one of Florida’s leading theatres, operates five stages: the 237 seat Gompertz Theatre, the 173 seat Keating Theatre, the 110 seat Court Theatre, the 109 seat Goldstein Theatre and the 100 seat Bowne’s Lab Theatre.

Application Questions
How many years of broad financial leadership experience do you have?
How many years of Financial Accounting and Management experience do you have?
What is the highest level of education you have completed?