

# Chief Financial Officer

[Florida Theatre](#) - Jacksonville, FL

## Summary Description:

The Florida Theatre Performing Arts Center, Inc., the nonprofit corporation that has managed and programmed the historic Florida Theatre in downtown Jacksonville since 1988 seeks a CFO to join its senior leadership team and oversee the financial management of the organization. The 1,864-seat Florida Theatre, a 1927 historic theatre, is consistently ranked as one of the most attended theatres in the nation by the trade magazines Pollstar and VenuesNow and provides the 12th largest city in the U.S. with 175-200 live events annually.

Reporting to the President, the CFO directs the financial management of a \$9 million a year, and growing, nonprofit corporation. We seek an individual who will be the hands-on keeper of our books and financial reporting, as well as a strategic thinker who can manage the corporate finances, provide, and interpret financial information to relevant parties, and forecast future income and expenses.

## Responsibilities:

- Through excellent job performance, support the mission of the Florida Theatre to enhance the North Florida community's quality of life by providing diverse and memorable arts and entertainment experiences, and by preserving a unique historic Jacksonville landmark.
- Responsible for the organization's accounting functions, including general ledger, accounts receivable, accounts payable, payroll, and grants administration.
- Work with the President to develop short-term and long-term financial strategies.
- Administer the annual operating budget; prepare, present, and interpret monthly, quarterly, and annual accrual based financial statements in an accurate and timely manner; monitor progress; identify, explain, and correct variances as appropriate; clearly communicate the organization's financial status to staff.
- Administer capital and project budgets; review and compare actual results to budgets; identify, explain, and correct variances as appropriate.
- Set policy, maintain financial controls, and ensure compliance throughout the entire organization; review controls and procedures; recommend and implement improvements.
- Act as the staff liaison to the Finance and Compliance Committees of the Board of Directors.
- Forecast and advise management about the organization's cash flow needs.
- Supervise the work of existing and future Finance Department employees, including hiring, training, and coaching.
- Steward risk management; maintain and administer adequate insurance coverage.
- Manage the annual audit, including preparation of statements, reports and documentation for the independent audit team.
- Maintain a schedule of fixed assets and ensure proper recording of purchases, disposals, and depreciation.
- Prepare and review required filings including annual federal and state tax returns, sales tax returns, and city and state registrations.
- Work with the Development Department on grant application budgets and reporting.
- Work with all departments to create realistic short-term and long-term income and expense goals.
- Routinely reconcile accounting records with department records to verify income from ticket sales, donations, bars and concessions, merchandise, etc.

- Manage and process bi-weekly payroll through the CertiPay platform.
- Administer 403b retirement plan.
- Administer health, dental and life insurance plan.

#### Position Requirements:

Bachelor's degree in accounting, finance, or relevant field; 5-10 years of supervisory and senior management experience; hands-on experience with financial software (preferably Peachtree), payroll software (preferably CertiPay), and Microsoft Office Suite (expert level with Excel); strong knowledge of GAAP, internal controls, and financial reporting. Preferred: Master's degree and CPA Certification; nonprofit or public accounting experience; experience working with boards and committees; experience with event ticketing and fundraising software.

#### Salary & Application Instructions:

Compensation is in the \$100,000 per year range, plus health, dental and life insurance; employer retirement contribution; paid vacation; parking. Please send cover letter, resume, three references to: Numa Saisselin, President, Florida Theatre, 128 East Forsyth Street, Jacksonville, Florida 32202, [numa@floridatheatre.com](mailto:numa@floridatheatre.com).