



## Director of Finance Job Description

Aurora Theatre at Lawrenceville Arts Center seeks a Finance Director to be responsible for the management of all aspects of the financial, accounting, payroll, and human resources activities and Aurora Theatre, including general business office functions. This position strengthens the day-to-day and long-term operations of the organization through strategic planning and the management of the operational budget, personnel, and fiscal oversight of a medium not-for-profit performing arts organization.

Aurora Theatre is among the top three largest professional theatres in the state of Georgia, located in Gwinnett County, with an operating budget of \$4.5 million, producing 780+ events for more than 112,000 visitors each season. Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA, which opened to the public in Fall 2021.

### REQUIREMENTS:

- Bachelor's Degree in Finance, Accounting, or Arts Administration
- Minimum of 5 years directly related financial, human resources, and supervisory experience
- Thorough knowledge of business/public administration and management principles and practices, with emphasis in the areas of financial analysis, accounting, and budget development and control
- Knowledge of and ability to operate accounting software and standard office hardware and software include databases and web-based software programs, including Quickbooks, Outlook, Excel and Word
- Understanding and knowledge of non-profit organization operations and fundamentals
- Ability to establish and determine fiscal policies and controls
- Ability to prepare clear and concise reports, policies, procedures, and recommendations
- Ability to research, evaluate, and analyze problems or situations and determine logical practical solutions
- Excellent communication, leadership, and interpersonal skills
- Passion for the arts and a commitment to Aurora's Mission and Values

**SALARY:** \$60,000-\$70,000

Salary is commensurate with experience; generous benefits package listed below.

To best demonstrate Aurora Theatre's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we encourage ALL qualified applicants to apply. Aurora Theatre is an equal opportunity employer.

**TO APPLY:** Please send resume and cover letter, salary requirements, including names and phone numbers of 3 references and writing sample, to [hiring@auroratheatre.com](mailto: hiring@auroratheatre.com):

Ann-Carol Pence  
Co-Founder & Producing Artistic Director

Jono Davis  
Complex General Manager

Aurora Theatre  
128 E Pike Street  
Lawrenceville, GA 30046  
[hiring@auroratheatre.com](mailto: hiring@auroratheatre.com)

**REPORTS TO:** Co-Founder & Producing Artistic Director

### Finance Operations:

- Prepares monthly, quarterly, and annual reports for management team, Finance Committee, and Board
- Manages annual single audit and state charitable registrations
- Works collaboratively with other staff to develop and monitor organizations/program budgets and forecasts
- Coordinates the development and implementation of the annual operating budgets as well as financial and credit policies
- Participates in short- and long-term planning, providing financial information and context
- Monitors cash flow and proactively seeks finance committee input
- Assists with creation of grant budgets and reports with Development Department
- Monitors donor restricted funds, where applicable
- Develops financial process and systems collaboratively with other staff to ensure accuracy and efficiency
- Ensures compliance with GAAP, federal regulations, and grant requirements

### Accounting Responsibilities:

- Manages monthly close process
- Manages accounts receivable and works with departments to ensure prompt collection
- Reviews general ledger accounts for accuracy and posting errors
- Reconciles bank accounts and other balance sheet accounts
- Manages financial materials (ie invoices and remittances) for LAC Rental Program
- Maintains electronic and paper files in accordance with best practice retention standards
- Oversight of part-time bookkeeper duties
  - Tessitura batch entry
  - A/R and A/P
  - Corporate credit card statement reconciliations

### Oversees Weekly Payroll Process:

- Compiles and submits payroll weekly through payroll system
- Issues contractor checks
- Administrator of employee Simple IRA and HSA contributions
- Monitors state and federal compliance requirements
- Prepares 1099's for submission to payroll company

### Supervision and Leadership:

- Plans the work schedule with part-time bookkeeper to meet organization priorities
- Sets goals and objectives and monitors performance
- Works proactively with Finance Committee Chair and other board leadership to set and prepare committee meetings

### Additional Duties:

- Communicates courteously, professionally, and maintains working relationships with others in carrying out job functions
- Administers employee benefits program (health, dental, vision, disability, and supplemental)
- Participates in developing and maintaining effective HR policies and ensures that personnel files meet retention and Department of Labor requirements.
- Administers organization commercial insurance policies, including liability, property, and workers' compensation
- Perform other duties, as assigned, by Executive Staff

## CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that operates under “Group Speak” (all

voices welcomed). We value equity in the workplace, and we fight for civic, corporate, and cultural understanding. Plus, we have a lot of fun!!!

This is a full-time position eligible for benefits and perks including:

- Full medical, dental, and disability
- Optional vision, supplement, and life
- Optional company match
- Paid time off
- Flexible working environment
- Ongoing career training
- Employee discounts, FREE admission to shows, and more!

*Aurora recognizes that conversations about salary can be difficult. 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. Aurora will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.*