

Job Title: Controller

Reports To: Vice President of Finance and Administration

Direct Reports: N/A

Status: Regular Full-Time Exempt

Position Overview

The Controller is responsible for the oversight of all finance, accounting, and reporting activities in partnership with the Vice President of Finance and Administration who oversees the Controller. The Controller is involved in supporting presentations to the Board of Directors, finance and audit committees and will work closely with the senior leadership team. The Controller will lead all day-to-day finance operations of a \$37M annual operating budget and indirectly supervise finance administrative support personnel with functional responsibility for accounting, accounts payable, accounts receivable, and grants administration.

The Controller will ensure that the Hobby Center for the Performing Arts (HCPA) has proper systems and procedures in place to support effective program implementation with an emphasis on appropriate internal control procedures to facilitate flawless audits. The Controller will work closely with program leaders and their teams, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can best support program operations. There is a heavy emphasis on reporting. The Controller will partner with the senior leadership team and the information technology systems staff to enhance and better integrate finance, HR, and IT functions.

Knowledge and understanding of non-profit budget requirements for this role is critical, as is the ability to work closely with program leadership. Strong experience working effectively in teams is key to being successful in this role.

Role and Responsibilities

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Oversee financial, project/program and grants accounting ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period
- Create financial reporting materials for government, corporate, and foundation grants
- Coordinate and maximize HCPA reimbursements of Employee Retention Credit program
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Oversees the annual audit activity
- Prepares schedules for the annual 990 tax returns
- Oversees and executes the document retention and destruction program
- Process payroll for all employees
- Assists with Human Resources programs including benefits administration
- Support show settlement process working with programming team

- Support with external relationships including, but not limited to, banking, insurance and retirement program administration
- Supervises cash, check (ACH) and credit card procedures
- Prepares reconciliation of box office reports and balances ticketing audits to accounting records
- Work closely with the accounting assistant providing guidance and assistance wherever necessary
- Consistently analyze financial data and present financial reports in an accurate and timely manner; monitor progress and changes and keep senior leadership abreast of HCPA financial status
- Assist leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate
- Support the Vice President in engaging the board's audit and finance committees around issues and trends in financial operating models
- Prepares monthly, quarterly and annual financial data and performance reports
- Manage organizational cash flow forecasting by working in partnership with the program directors; continuously collaborate with program directors to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations
- Responsibilities may be amended as needed to meet the organization's goals and objectives

Traits and Characteristics

Team members at the Hobby Center for the Performing Arts must thrive on challenge and be comfortable working in a dynamic, fast-paced environment. Working with a lean, nimble and efficient team requires that members bring an entrepreneurial spirit to their work, providing leadership across a broad scope of work.

- Personal qualities of integrity, credibility, and unwavering commitment to mission; a proactive, hands-on strategic thinker who will own, in partnership with the Vice President of Finance and Administration, the responsibility for finance
- Minimum of a BA; CPA and/or MBA preferred; 8 years plus experience in non-profit accounting; experience in performing arts industry a plus
- Solid knowledge in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, and general ledger
- Experience processing payroll; Paycom experience a plus
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is highly preferred
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software; experience with Sage Intacct a plus
- Proficient in Microsoft Word, Excel, and Power Point; experience with SharePoint a plus
- Keen analytic, organization and problem-solving skills that allows for strategic data interpretation versus simple reporting
- Experience in entertainment show settlement procedures desirable

- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance at all levels including finance and non-finance managers

The Hobby Center for the Performing Arts' core business is all about performances. To that end, all employees understand and accept that evenings and weekends are part of our operation. This position requires interacting with the public and being onsite for performances occasionally.

Compensation

The Hobby Center offers a competitive compensation and benefits package including medical, dental and vision insurance, a 403b savings plan with matching employer contributions and paid time off. The anticipated hiring range for this position is \$100,000 to \$125,000.

Interested candidates should submit a cover letter and resume at

www.thehobbycenter.org/jobs

About the Hobby Center for the Performing Arts

The Hobby Center for the Performing Arts deepens understanding of our shared humanity. We serve as a connector, convenor and incubator for all Houston audiences, artmakers and arts organizations. By presenting engaging performances and educational programs, we strengthen our sense of belonging to shape a more cohesive and connected Houston community. Opened in 2002, the Hobby Center campus houses two theaters including the 2,650-seat Sarofim Hall and the 500-seat Zilkha Hall. Delivering a best-in-class patron experience, the Hobby Center welcomes over 400,000 audience members annually to engage with high-quality arts programming including the Memorial Hermann Broadway at the Hobby Center series. The Hobby Center is also home to a full season of musical theatre produced by Principal Resident Company Theatre Under the Stars, as well as a variety of diverse performances from both Houston-based and touring artists and companies. Education and accessibility initiatives are central to the Hobby Center's impact in Houston through programs like the Discovery Series that welcomes thousands of students to performances every season.

The Hobby Center for the Performing Arts is an equal opportunity employer where equity, diversity, inclusion and accessibility are deeply valued and celebrated.