

# Wallis Annenberg Center for the Performing Arts

## Chief Financial Officer

### ABOUT US

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The mission of the Wallis Annenberg Center for the Performing Arts ("The Wallis") is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community. The Wallis is a breathtaking 70,000-square-foot performing arts destination that celebrates both the classic and the modern. The building features the restored, original 1933 Beverly Hills Post Office (on the National Register of Historic Places) that serves as the theater's Randall Grand Hall, and houses the 150-seat Lovelace Studio Theater, GRoW at The Wallis: A Space for Arts Education and the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater.

Since opening its doors in October 2013, The Wallis has produced or presented more than 150 dance, theater, opera, classical music and family programs. The Wallis brings audiences world-class theater, dance and music, performed by many of the world's most talented and sought-after artists. Featuring eclectic programming that mirrors the diverse landscape of Los Angeles and its notability as the entertainment capital of the world, The Wallis offers original and revered works from across the U.S. and around the globe. To learn more about us, please visit our website at:

<http://thewallis.org/>.

### ABOUT THE JOB

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The Chief Financial Officer (CFO), reporting to the Executive Director and CEO, is a self-directed, hands on and results-oriented leader responsible for the management, oversight, and performance of all fiscal and accounting functions including: accounts payable, accounts receivable, general accounting, grant accounting, and payroll. The CFO is accountable for the administrative, financial, and risk management operations, including the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate and sustainable financial results. The CFO works closely with the Board of Directors, Finance and Audit Committees, CEO, General Manager, Artistic Director and Human Resources Director; forms part of the executive management team at The Wallis, supervises the finance department staff and is up-to-date on the status of all accounts.

This is a unique opportunity for an ambitious CFO with nonprofit experience, and in-depth knowledge and experiences in all aspects of the accounting function including entertainment ticket sales to join a growing nonprofit organization in the arts. We encourage Senior Directors of Finance or Controllers with 10+ years of non-profit experience and demonstrated leadership skills, eager to progress to the next level in their career to apply for the position.

### WHAT YOU'LL DO

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- Manage all finance and accounting of a \$10 million+ annual operating organization including: contributed and earned revenue; accounts payable and accounts receivable; cash flow management; federal, state and local tax payment and reporting; vendor management; bank accounts, investment and endowment accounts; fixed assets and debt/equity financing; and financial reports.
- Manage the creation, implementation and ongoing management of the annual budget and capital budget.
- Prepare financial documents and reporting for various internal and external stakeholders, including preparation and review of financial information for required grant reporting requirements and for new grant proposals.
- Oversee the completion of the annual DataArts.
- Manage the annual audits and maintains relations with external auditors and investigate their findings and recommendations.
- Serve as the primary staff liaison with bankers, CPAs, tax attorneys, general counsel, and the Board of Directors Finance Committee and Audit Committee.
- Prepare all financial reporting required by the Historic Tax Credit structure and respond to information requests from Tax Credit Investor.

- Oversee payroll, accounting, bank reconciliation, budget preparation, and audit functions. Manage and prepare for all scheduled financial audits.
- Oversee the organization's transaction processing systems with the Executive Team.
- Participate in and make presentations at meetings and interactions with the Board of Directors.
- Lead cash management efforts by monitoring and forecasting cash flow and providing guidance on actions needed to ensure sufficient liquidity to meet payment obligations.

## **SKILLS & EXPERIENCE NEEDED**

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- 10+ years of experience as a CFO, Controller or Director of Finance preferably in a young, growing organization.
- Non-Profit accounting experience including ticket sales, campaign budget and accounting, contributed income, payroll and capital or endowment experience.
- Experience working with a high powered Board and Finance Committee with a proven ability to shepherd projects.
- Experience in budgeting, cost analysis, cost management and revenue forecasting.
- Demonstrated success managing revenue, effectively planning, and maintaining effective systems of internal controls.
- Significant experience overseeing audit activities as well as managing budget development and general ledger activity and maintenance.
- Proven ability to reorganize and restructure process, procedures and staff.
- Must have experience with non-profit tax law.
- Outstanding leadership and communication skills, both written and verbal are required.
- Must be able to problem solve and collaborate with others.
- Bachelor's Degree in Accounting, Finance, or Business Administration is required. An MBA in Finance, the Certified Public Accountant or Certified Management Accountant designations is desired.
- Strong software proficiency in MS Excel, Outlook and Quickbooks required.

## **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

## **HOW TO APPLY**

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Please email resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include CFO in the subject line.

**No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.