

**Part-Time Controller Assistant  
Position Profile**

The Laguna Playhouse, a non-profit professional theater in Laguna Beach, California, is seeking a Controller Assistant. This employee will report directly to the Controller and perform a range of administrative/accounting duties assisting the efficiency and controls in the Finance Department. Applicants must have strong accounting and administrative experience, a professional demeanor, and comfort working in a fast-paced environment.

**Key Responsibilities, Including but not limited to:**

- In charge of the full cycle of Accounts Payable functions
- Able to communicate with vendors and set up online recurring payments
- Assisting in payroll data entry (ADP)
- Able to assist in reconciling bank accounts
- Assist in month end close
- Reconcile company credit card receipts and expense reports
- Organize and accurately maintain filing system of confidential information
- Maintain office supplies inventory
- Reconcile and enter daily receipts of cash, checks and credit cards into the accounting system
- Deposit cash and checks on weekly basis or as needed
- Other duties as assigned

**Qualifications**

- MAS90 OR SAGE 100 or similar accounting programs experience
- Excellent communication & organizational skills
- Bachelors' degree in Accounting OR minimum 5 years of administrative and accounting experience.
- Must be able to process data quickly and accurately
- Close attention to detail
- Professional demeanor
- Proficient in Microsoft Office suite, specifically Microsoft Excel

Reports to: Controller

Position Status: Part-time Position

Schedule: M-F (29 Hours)

Salary: Commensurate with experience

To apply, please submit a resume to Irene Samadoff, Controller, at [ISamadoff@lagunaplayhouse.com](mailto:ISamadoff@lagunaplayhouse.com)