

## **Assistant Controller Position Profile**

Laguna Playhouse, a nationally acclaimed, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Assistant Controller. Reporting to the Controller, the position will be responsible for assisting with all finance, accounting and reporting activities and will also assist the General Manager with employee benefits and HR administration.

### **Responsibilities Include:**

- Directly responsible for full cycle of high volume A/P and cash receipts
- This includes check runs, bank deposits, ACH payments and other related duties
- Develop, implement and maintain systems, procedures and policies related to full-cycle A/P
- Also assists the General Manager with employee benefits and HR Administration
- Maintains security of financial information and insures appropriate control and accountability for cash
- Assist in preparing documents for tax returns and annual audit
- Reconcile expense reports and corporate card statements to verify compliance with policies.
- Oversee the Non-Inventory / Supplies procurement cycle
- Responsible for posting journal entries, deposits, expenditures and all other necessary accounting activity on a daily basis to achieve timely and accurate preparation
- Organize and maintain an efficient filing system to insure easy and timely access to accounting information

### **Qualifications and Attributes –**

- Ability to work in a fast paced environment
- Experience with Sage100, Mas90 or similar accounting programs
- ADP Payroll processing knowledge
- Must have experience with accounting principles- GAAP
- Bachelor's degree in Finance, Accounting or 5-7 years of accounting work experience.
- Experience with a large volume of transactions and automating technology to process payments
- Ability to manage deadlines and accurately process data under time limited restraints
- Proficient in Microsoft Office, specifically Microsoft Excel
- Excellent written and verbal communication skills
- Strong analytical and problem-solving skills
- Strong interpersonal skills for interacting with staff, vendors, and upper management
- Excellent planning and organizational skills to balance and prioritize work

Moulton Theatre

LAGUNA PLAYHOUSE

606 Laguna Canyon Road

Laguna Beach, CA 92651

949.497.ARTS (2787)

lagunaplayhouse.com



A complete application includes a cover letter detailing your interest, a resume, and salary history. Please email your application to Irene Samadoff: [isamadoff@lagunaplayhouse.com](mailto:isamadoff@lagunaplayhouse.com).

Please use the following subject line: Assistant Controller, Laguna Playhouse <Last name, first name>

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