

## Controller Position Profile

<b>Reports to:</b>	General Manager and Executive Director
<b>Position Status:</b>	Full time, Regular, Exempt
<b>Salary:</b>	Commensurate with Experience
<b>Benefits:</b>	Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays
<b>Application:</b>	Cover letter must accompany resume submission

**About Us:** Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Controller. Reporting to the General Manager and Executive Director, the Controller will be responsible for oversight of all finance, accounting and reporting activities and assisting the General Manager with production budgets, employee benefits and HR administration.

**About the Position:** The Controller will lead all day to day finance operations of a \$7M budget with the assistance of the Assistant Controller who has responsibility over accounts payable, payroll and cash receipts. The Controller will have direct responsibility over accounting, budgeting, planning, forecasting, analyzing and reporting. The Controller will ensure the organization has the systems and procedures in place to support effective financial activities and conduct flawless audits. The Controller is a leadership position with Department Head status and will work closely with managers and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance functions can support program operations.

**About the Culture:** The person most successful in this position is an accountant at heart, who gets joy from tackling challenges, mastering complex systems, improving efficiency and controls, and generally helping take the finance function of a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly!

**Qualifications:** This is an extraordinary opportunity for a driven leader with five to seven years of accounting, finance and audit experience, followed by experience in preparing, analyzing, and reporting financial information to management. The Controller is supported by a full-time Assistant Controller.

1. Bachelor's degree in Accounting or Finance is required
2. Solid understanding of GAAP standards and regulatory requirements, internal controls and full cycle of accounting; experience with non-profit accounting a plus
3. Non-Profit accounting experience is preferred
4. Advanced knowledge of accounting software; SAGE100 experience or a strong desire to learn is a must

5. Payroll processing experience is required; ADP experience preferred
6. Proficient in Microsoft Excel, Word
7. Personal qualities of integrity, credibility, and unwavering commitment to our mission; a proactive, hands-on strategic thinker who will own the responsibility of the finance department
8. Solid experience leading the annual financial audit activities and managing reports, budget development and analysis, accounts payable, general ledger, payroll and other related accounting and finance functions
9. Ability to translate complex financial concepts to individuals at all levels
10. Self-starter and ability to work independently
11. Keen analytic, organization, and problem solving skills that support and enable sound decision making
12. Recognized success in developing and monitoring systems to manage internal operations and high levels of collaboration, particularly with department managers and other senior leadership
13. Demonstrable experience in creating and driving the analytic framework for planning, reporting and managing organizational change; ability to anticipate the infrastructure and systems needs in a complex, non-profit theatre

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Cover letter must accompany resume submission  
Controller Position Application  
[hr@lagunaplayhouse.com](mailto:hr@lagunaplayhouse.com)

[www.lagunaplayhouse.com](http://www.lagunaplayhouse.com)