



JOB DESCRIPTION | DIRECTOR - FINANCE

DEPARTMENT: Finance

REPORTS TO: Vice President – Finance

FLSA STATUS: Full-Time, Exempt

LOCATION: Palm Desert, CA (on-site)

SALARY RANGE: 90,000 – 110,000

JOB SUMMARY

The Director of Finance is responsible for overseeing the financial operations of the McCallum Theatre, ensuring accurate financial reporting, regulatory compliance, and the delivery of meaningful financial insights to support organizational decision-making. Key responsibilities include managing the General Ledger, preparing financial statements, coordinating external audits, and assisting with the annual budgeting process. This role requires strong analytical skills, attention to detail, and experience with nonprofit financial practices.

ESSENTIAL RESPONSIBILITIES

General Ledger Management

- Oversee and maintain the General Ledger, ensuring accuracy, completeness, and compliance with accounting standards.
- Manage project codes to ensure proper categorization and allocation of expenses and revenues.
- Prepare and review all journal entries, ensuring timely and accurate posting.
- Perform monthly balance sheet reconciliations to maintain financial integrity.
- Responsible for monthly budget and cash flow reporting and overseeing all financial accounting functions for the Theatre.
- Review and approve all cash receipts and disbursements, including box office revenue, payroll, accounts payable, accounts receivable, contracts, and artist payments, ensuring compliance with company policies.
- Oversee the Theatre's databases (Financial Edge/Tessitura) to ensure data is accurate, current, and entered in a timely manner.

Show File Management

- Review artist contracts and coordinate with the Production Manager regarding payment schedules.
- Review and manage all federal and state withholding obligations.
- Prepare all show close-out entries and assist in final show settlements.
- Prepare and submit quarterly license fee reports to ensure regulatory compliance.

Revenue and Banking Operations

- Reconcile and enter daily Box Office and Fundraising batches into the accounting system.

- Verify daily bank deposits for accuracy and completeness.
- Reconcile and balance monthly bank statements to ensure accurate financial reporting.
- Manage the short-term investment of cash assets and, when appropriate, oversee the investment of endowment funds held in the name of the Theatre and McCallum Theatre Foundation.

Audit Management

- Maintain and organize audit documentation and supporting schedules within the designated Dropbox folder structure.
- Prepare materials for the Theatre's annual financial audit, including reports and required documentation.
- Coordinate and delegate audit schedules to appropriate team members.
- Review and submit audit schedules to Dropbox folders, ensuring completeness and accuracy.
- Serve as the primary liaison with the auditing firm and coordinate all audit-related activities.

Budgeting and Financial Planning

- Monitor expenses and budget performance, advising the President/CEO and management staff on expense control and budget compliance.
- Prepare and assist in the development of the annual operating and capital budgets, providing financial analysis and insights for review and approval.
- Ensure that budgeting processes are aligned with the company's financial goals and objectives.
- Prepare interim budget revisions as necessary and develop special project or event budgets and reports as required.
- Monitors the inventory of Theatre property, updates the inventory and property identification programs as requested and/or required.

MINIMUM REQUIREMENTS

- Bachelor's degree in accounting, finance, or a related field.
- Seven (7) or more years of management-level accounting experience.
- Experience in the non-profit or performing arts sector preferred.
- Strong organizational and management skills.
- Proficiency in Excel and other Microsoft Office applications.
- Excellent communication and collaboration skills.
- A passion for the performing arts and a commitment to McCallum Theatre's mission.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Flexibility to work extended hours and on weekends when required.

PREFERRED QUALIFICATIONS

- CPA or other relevant professional accounting certifications.

WORK ENVIRONMENT

This position operates within a professional, non-profit performing arts theatre and its surrounding exterior grounds. The work environment includes indoor spaces such as the theatre, lobby, and backstage areas, as well as occasional outdoor spaces on facility grounds.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

N=Never Not present

O=Occasionally: Occurs 1/3 of time

F=Frequently: Occurs 1/3-2/3 of time

C=Constantly: Occurs 2/3 or more

Physical Demands	N	O	F	C	Comments
Sitting				x	
Walking		x			
Climbing/Balancing		x			
Stooping/Twisting		x			
Kneeling		x			
Squatting		x			
Crawling	x				
Push/Pull		x			
Reaching			x		
Gripping			x		
Keyboarding				x	
Pinching		x			
Neck rotation/extension				x	
Foot use		x			
Visual acuity				x	
Lift/Carry Weight Range	N	O	F	C	Comments
Up to 10 lbs.				x	
11–25 lbs.			x		
26–50 lbs.		x			
51–75 lbs.	x				
75–100 lbs.	x				
Over 100 lbs.	x				
Environmental Conditions	Yes	NO	Comments		
Uneven ground		x			
Exposure to dust/fumes		x			
Excessive noise		x			
Exposure to Biohazards		x			
Extreme temperatures		x			

Exposure to hazards		x	
Working at heights		x	
Working with machinery		x	Interactive Exhibits
Exposure to noise (>90 dbe in 8 hrs per day)		x	

Physical Demands Definitions

Physical Demands: Specific physical activities required to perform a job as defined in the position description.

Essential Functions Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA).

Specific Physical Demands

Sitting	Remaining in a seated position.
Standing	Remaining on one's feet in an upright position at workstation without moving about. Not type of surface.
Walking	Moving about on one's feet. Note type of surface/irregularities.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type.
Balancing	Maintaining body equilibrium to prevent falling.
Stooping	Bending downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.
Twisting	Includes lateral rotation of the trunk and spine.
Kneeling	Bending legs at knees to come to rest on knee or knees.
Squatting	Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
Crawling	Moving about on hands and knees or hands and feet. Note surface type, distance.
Push/Pull	Exerting force upon an object so that the object moves away or toward the force.
Reaching	Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Gripping	Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, Includes dimple or forceful grasping.
Pinching	Picking, pinching or otherwise working primarily with fingers rather than the whole hand.
Keyboard	Repetitive finger motion to press keys.
Neck Rot	Forward flexion, extension or lateral rotation of the head and neck.
Foot Use	Repetitive or prolonged movement of the foot and ankle.
Visual Acuity	Near-Visual acuity with clarity at 20 inches or less. Far-Visual acuity with clarity at 20 feet or more.
Lifting	Raising or lowering an object from one level to another-including upward pulling.
Carrying	Transporting an object, usually held in the hands/arms or on shoulders.
Noise	Exposure to noise levels greater than 90 dB per eight (8) hour workday as per OSHA requirements.

WORK AUTHORIZATION/SECURITY CLEARANCE

- Proof of eligibility to work in the United States.
- Criminal and Civil background checks will be performed.
- McCallum Theatre is an Equal Opportunity Employer and Drug-Free Workplace.

AAP/EEO Statement

McCallum Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any kind without regard to race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ABOUT THE MCCALLUM THEATRE

Located in Palm Desert, California, the McCallum Theatre is a renowned nonprofit performing arts theater dedicated to enriching the cultural life of the community through a diverse program of world-class entertainment, arts education, and community engagement.

Our mission is to provide a world-class platform for artists while enhancing cultural experiences for our patrons and supporting our local community.

To learn more, visit www.McCallumTheatre.org.

ABOUT PALM DESERT, CALIFORNIA.

The City of Palm Desert was incorporated in 1973 and is home to more than 50,000 year-round residents. It is centrally located in the heart of the Coachella Valley in southeastern Riverside County. Known as the educational, cultural, and retail center of the desert communities, Palm Desert is approximately 125 miles east of Los Angeles and 15 miles east of Palm Springs. Key industries include hospitality, tourism, service, and retail.

A major center of growth in the Palm Springs area, Palm Desert is a popular seasonal retreat for "snowbirds" from colder climates across the United States and Canada, increasing its population by an estimated 31,000 residents each winter.

In recent years, the city has also experienced growth in full-time residents relocating from coastal and urban areas in California, attracted by its high quality of life and comparatively affordable home values.

Employee Acknowledgement

Name: _____

Signature: _____ Date _____