McCALLUM THEATRE

JOB DESCRIPTION | ACCOUNTING MANAGER

REPORTS TO: Controller
FLSA: Full-Time, Exempt
SALARY RANGE: $90,000 to $95,000
LOCATION: On-site 100%

JOB SUMMARY

The Accounting Manager plays a vital role in the financial operations of the McCallum Theatre, ensuring accurate, timely, and transparent accounting and recordkeeping in support of the Theatre's mission. This position is responsible for maintaining the integrity of financial data, reconciling key accounts, preparing compliance filings, and supporting both routine and complex financial reporting needs. The Accounting Manager collaborates closely with the Controller and finance team to ensure smooth day-to-day operations, participates in annual audit preparation, and serves as a backup for payroll and accounts payable functions.

ESSENTIAL RESPONSIBILITIES

Accounting & Financial Reporting

- Accurately enter, reconcile, and monitor daily box office and fundraising revenues.
- Prepare and enter bi-weekly payroll journal entries, ensuring correct allocation to departments and projects.
- Reconcile daily cash and credit card entries to bank activity and resolve discrepancies promptly.
- Prepare and post-show close-out entries in coordination with programming and production.
- Maintain the Accounts Receivable database, ensuring timely invoicing, collections, and reconciliations.
- Perform monthly and annual balance sheet reconciliations, identifying and resolving variances.
- Prepare and submit quarterly sales tax returns and license fee filings, ensuring accuracy and compliance.

Audit & Compliance

- Assist with annual financial audit preparation, including schedules, reconciliations, and supporting documentation.
- Ensure compliance with generally accepted accounting principles (GAAP) and applicable nonprofit regulations.
- Support internal control processes to safeguard financial resources and organizational assets.

Operational Support

- Provide backup support for payroll and accounts payable, ensuring continuity of operations.
- Support implementation of new policies, procedures, and systems that improve financial accuracy and efficiency.
- Contribute to special projects and perform other duties as assigned by the Controller.

MINIMUM REQUIREMENTS

- Associate or Bachelor's degree in Accounting, Finance, or related field required.
- Minimum 4–6 years of accounting experience; nonprofit and/or performing arts experience preferred.
- Proficiency in Blackbaud Financial Edge or comparable nonprofit accounting systems preferred.
- Strong skills in Microsoft Excel (pivot tables, lookups, financial modeling) and comfort with other data analysis tools.
- Demonstrated ability to manage multiple priorities, meet deadlines, and maintain accuracy in a fast-paced environment.
- Excellent organizational, analytical, and problem-solving skills.
- Clear and professional written and verbal communication skills, with the ability to explain financial concepts to non-financial colleagues.
- Commitment to confidentiality, integrity, and professionalism in all financial matters.

PREFERRED QUALIFICATIONS

- Attention to Detail: Maintains accuracy and thoroughness in all financial reporting and reconciliations.
- Collaboration: Works effectively across departments and with colleagues at all levels, contributing to a team-oriented culture.
- Adaptability: Responds flexibly to shifting priorities and deadlines while maintaining composure under pressure.
- Communication: Explains financial information in clear, accessible ways to support decision-making.
- Integrity: Maintains confidentiality and acts with the highest level of professionalism and ethical standards.
- Mission-Driven Mindset: Demonstrates enthusiasm for the performing arts and a commitment to advancing the mission of the McCallum Theatre.

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, backstage areas, and occasionally outdoor spaces like the facility grounds. The role requires flexibility to work during theatre events, including evenings, weekends, and holidays, as necessary.

PHYSICAL REQUIRMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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**				**Typical office walking on low pile carpet**
Climbing/Balancing		**x**				**Not often. Stairs to balcony/mezzanine levels**
Stooping/Twisting		**x**				Office desk work
Kneeling		**x**				**Possible to retrieve storage items**
Squatting	**x**					
Crawling	**x**					
Push/Pull		**x**				**Typical desk work**
Reaching				**x**		
Gripping				**x**		
Keyboarding				**x**		
Pinching		**x**				
Neck rotation/extension			**x**			
Foot use		**x**				
Visual acuity				**x**		
Lift/Carry						**Comments**
Up to 10 lbs.				**x**		
Over 10 to 25 lbs.		**x**				
Over 25 to 50 lbs.		**x**				

Over 50 to 75 lbs.	**x**					
Over 75 to100 lbs.	**x**					
Over 100 lbs.	**x**					
Environmental Conditions	**Y**	**N**		**Y**	**N**	**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 w/ 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 Rotation	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-includes upward pulling.
Carrying	Transporting an object, usually holding in the hands/arms or on shoulders.
Noise	Exposure to noise levels greater than 90 dbe 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 check will be performed
An equal opportunity employer/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 type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. 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 non-profit 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 the cultural experience for our patrons and supporting our local community. To learn more visit www.McCallumTheatre.org.

Palm Desert, California

The City of Palm Desert was incorporated in 1973 and today numbers 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, it is only 125 miles east of Los Angeles and 15 miles east of Palm Springs. The key industries are hospitality, tourism, service and retail.

A major center of growth in the Palm Springs area, Palm Desert is a popular retreat for "snowbirds" from colder climates (the Eastern and Northern United States, and

Canada), who swell its population by an estimated 31,000 each winter. Recently Palm Desert has seen more residents become "full-timers", mainly from the coasts and urban centers of California, who have come for affordable but high-valued home prices.

TO APPLY
Please submit a resume and brief cover letter to hr@mccallum-theatre.org with the subject line: Accounting Manager – [Your Name].