APOLLO

JOB DESCRIPTION

Job Title: Director of Finance
Department: Finance
Reports To: Senior Director of Finance
FLSA Status: Exempt, Full Time

Organization: The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Position Summary: Reporting to the Senior Director of Finance, the Director of Finance will be responsible for overseeing and assisting with accounts payable, receivables, and cash receipts as well as performing general ledger account analysis and reconciliations. Ensure accuracy of the accounting information and assist with month-end and year-end closes, and FYE audits.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Supervise the Finance Associate in the Payroll/Benefits and AP functions.
- Supervise processing receipts for: box office sales, facility sales, merchandise, contributions, license fees, sponsorship and all incoming payments.
- Supervise monthly credit card reconciliation.
- Perform and distribute monthly revenue reconciliation (all types).
- Review and reconcile box office reports and work with Marketing Director to improve accuracy and efficiencies.
- Perform periodic general ledger account analysis.
- Provide monthly schedules for accounts receivable, accounts payable, accrual expenses, prepaid expenses, retainage payable, due to/from accounts, ticket sales revenue, and facility sales.
- Supervise the accuracy of the sales taxes reported to Accounting weekly by Merchandise.
- Prepare New York State sales tax returns.
- Conduct training for new managers concerning accounts payable, accounts receivable, petty cash and Amex corporate card procedures.
- Develop and maintain department operations manual.
- Work closely with all department leads, not only to educate them regarding finance procedures but also to explore how the finance function can support their team.
- Work closely with Senior Director of Finance and COO.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in a fast-paced work environment. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
- Bachelor's degree in Business, Finance, or Accounting.
- Master's Degree is preferred.
- 5-8 years of experience in an accounting department working with accounts payables, receivables and general ledger reconciliations.

Language Ability:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Computer Skills:
Advanced skills with Microsoft Office Suite; knowledge of and experience with accounting software, preferably Microsoft based. Advanced skills with Blackbaud software.

Supervisory Responsibilities:
This job supervises the day-to-day activity of the Finance team and reports to the Senior Director of Finance.

Physical Demands: 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 the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply, send a cover letter and resume to human.resources@apollotheater.org. Please place the word(s) **"Director of Finance"** in the subject header of your e-mail.

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