

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title:
Finance & Personnel Manager
Full-time, Exempt

Position Overview

California Shakespeare Theater is looking for a detail-oriented, efficient, and collaborative Finance & Personnel Manager to join our staff. The position of Finance & Personnel Manager is a full-time, year-round position responsible for processing accounts payable and payroll, working closely with the Finance Director on monthly financial statements and the annual audit, as well as supporting the General Manager and the HR Consultant in administering all human resources and personnel operations for the California Shakespeare Theater. The Finance & Personnel Manager reports to the General Manager.

The Organization

Description: With offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. California Shakespeare Theater strives for an inclusive work environment and works to actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Essential Duties and Responsibilities

Finance (55%)

- Manage Accounts Payable, and ensure that strong communication/relationships are maintained with all vendors
- Manage Company credit card usage and reconcile data from Concur receipt system into Quickbooks
- Assist Finance Director (FD) with daily banking and deposits
- Assist FD with the maintenance of general ledger through Concur/Quickbooks accounting software and generate financial reports as needed
- Assist FD in the preparation of monthly, quarterly and annual financial statements for analysis for the senior management team and the Board of Directors as needed
- Assist FD with the handling of preparations for annual audit



CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

HR/Personnel Support (40%)

- Manage all aspects of payroll including collection of hours, importing and exporting information between Paychex and Quickbooks and providing reports to Finance Director (FD) or General Manager (GM) when requested.
- Oversee and maintain benefits programs, contributions and payments (403b, FSAs, medical, dental, and vision).
- With GM, oversee and maintain insurance policies, claims and renewals (medical, dental, general liability, D&O, workers comp).
- Oversee the maintenance of Cal Shakes' business licenses and permits
- Update and maintain personnel records, manuals and forms
- Support GM and HR consultant by administrating the recruitment, hiring and onboarding staff
- Assist GM and HR consultant in addressing performance improvement management, conflict management and other personnel matters

Other duties (5%)

- Other duties as assigned

Qualifications

You are an ideal candidate if you possess:

- experience with professional payroll systems and accounting software (Quickbooks experience is desirable)
- efficiency and extreme attention to detail
- knowledge of current labor laws
- the ability to exercise tact and diplomacy and to deal with confidential issues
- a willingness to embrace and further Cal Shakes' commitment to Equity, Diversity and Inclusion (EDI)
- strong communication skills - both written and verbal
- a collaborative nature and strong people skills
- the ability to multi-task
- proficiency with computers
- excellent project management and time management skills

Special Environmental Factors

- Fast-paced, open office environment, frequent interruptions, background noise
- Sustained posture in a seated position for prolonged periods of time
- Cal shakes has multiple work locations and may require occasional visits to the theater
- Occasional evening or weekend hours may be required

Supervision

Reports to the General Manager

Please email a cover letter and resume to:

Tirzah Tyler

General Manager

Email: tyler@calshakes.org (with "Finance & Personnel Manager" in the subject header)

