

McCarter

Job Posting

POSITION: Finance Associate

DEPARTMENT: Finance

CLASSIFICATION: Full-time; Annual; Exempt

REPORTS TO: Chief Financial Officer

PAY: Range of \$50,000 - \$55,000

BENEFITS INCLUDE: Medical, vision, and dental insurance, flexible spending accounts, paid vacation, sick and personal time, paid staff holidays, life insurance, long-term disability insurance, employee assistance program (EAP), and a 403(b) retirement plan with employer match, as well as other perks.

LOCATION & SCHEDULE: This is an in-person/virtual hybrid position reporting to our administrative offices located at 91 University Place in Princeton, NJ. In-person requirements are based on departmental needs and staff meetings. Regular business hours are Monday thru Friday, 10am – 6pm.

Organizational Summary

McCarter Theatre Center, centered between New York City and Philadelphia on the campus of Princeton University, is a creative and intellectual hub that inspires conversations, connections, and collaborations in our communities. We lead with justice and joy, and we seek beauty in belonging. McCarter is an independent, non-profit performing arts center that creates and curates engaging performances, education programs, and community partnerships. As a performing arts center, in addition to presenting artists both nationally and internationally, McCarter also produces its own theatrical events as part of our Theater Series. Shows in the Theater Series are produced “in-house” and unlike our presented events, run for several weeks.

McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. McCarter is committed to fostering a diverse, anti-racist company and have begun that work in earnest; this work goes beyond our staff and production teams and includes engaging, educating, and cultivating a broad range of audiences, making the arts accessible to all people, and presenting a variety of entertaining and thought-provoking programming across disciplines. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, flexibility, and an openness to continuous personal and professional growth. Please review our staff-written Framing Statement on equity, diversity, inclusion, and accessibility, linked [here](#).

Position Summary

The **Finance Associate** has the primary responsibility of performing accounting duties related to the efficient maintenance and processing of accounts payable transactions, cash receipts, and bank reconciliations. This position interfaces with many individuals across the organization, as well as vendors and contractors.

Principal Job Responsibilities

- Review invoices in the financial system. Ensure accuracy of account codes to guarantee appropriate entry into the financial system. Establishing and maintaining relationships with new and existing vendors.
- Processing due invoices for payments and ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures. Conduct an outstanding payment analysis on a regular basis.
- Record cash receipts and deposits for all checks and cash and corresponding accounting.
- Sort daily mail for the organization, with attention to checks/incoming payments.
- Bank Reconciliations for multiple accounts.

- Recording weekly releases of Deferred Revenue.
- Manage Accounts Receivables.
- Assisting the Finance Department in Budgeting and Forecasting processes.
- Attend all Finance training sessions required by the CFO, as well as institutionally required professional development opportunities.
- Maintain consistent awareness of institutional events, meetings, and other information via company email and other modes of communication.
- Adhere to safe working practices and follow all McCarter safety and code of conduct policies.
- Participate in the work to make McCarter an antiracist theater. Actively seek ways to improve our work practices to make the Finance Department and McCarter as a whole more Equitable and Inclusive.

Work Environment

- In-person work will primarily be completed in the administrative offices at 91 University Pl, Princeton, NJ in a shared office space.

Qualifications

- Bachelor’s degree in Accounting or equivalent combination of education and experience
- 3+ years of experience in non-profit accounting, including accounts payable, accounts receivable, and general ledger experience
- Proficiency with Microsoft Office suite, including managing data and information in Excel
- Excellent time management and organizational skills
- Strong ability to work collaboratively in cross-functional teams
- Exceptional attention to detail
- Ability to work in an on-site/off-site hybrid environment
- Strong EDIA and antiracism critical consciousness or curiosity and willingness to grow in these areas
- Final candidates must successfully complete a background check
- Start date is contingent upon providing proof of having received a primary series vaccination against COVID-19; subsequent boosters are strongly encouraged, though not required

Preferred Qualifications

- Familiarity with Financial Edge NXT is a plus
- Experience with the administration and management of performing arts institutions and theatre is preferred

These job responsibilities may not include all assigned duties or aspects of the job described, and may be amended by McCarter at any time as needs and demands evolve.

We encourage all candidates to apply, even if they do not currently meet all qualifications. We know there are great candidates who may not have all of the qualifications listed above, but possess intuitive knowledge or other fully transferable skills. If that is you, don’t hesitate to apply and tell us about yourself. McCarter is committed to on the job training and mentorship. We also encourage candidates who do not live within commuting distance to apply. We are eager to tell you about the area, which includes many communities and towns outside of Princeton.

If you are interested in supporting McCarter’s vision, we would love to hear from you.

Please email jobs@mccarter.org with your name and “Finance Associate” in the subject line. Please submit a cover letter and resume. Do also mention where you heard about the position; no phone calls please. We look forward to learning more about you!

McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.