

**Title:** Staff Accountant (part-time)  
**Company:** Booth Tarkington Civic Theatre  
**Reports to:** Executive Artistic Director  
**Responsive to:** Part-time Controller  
**Classification:** Non-exempt, hourly

**The Company:**

Our Mission: To foster a love of theatre through imagination, education, and participation. Booth Tarkington Civic Theatre is the largest of more than 70 Indiana community theatres and one of the ten largest of over 7,000 active community theatres in the United States. Civic also is considered the nation's longest continuously operating community theatre. Founded in 1915, Booth Tarkington Civic Theatre has been a vital part of the city's cultural landscape for a century, providing superior live theatrical entertainment for a broad-based audience.

Every Civic production is designed, directed, choreographed, and accompanied by a team of professional artists who support a corps of talented community performers and craftsmen. Each year, Civic provides the community with approximately 90 performances and 500 opportunities to participate onstage or behind-the-scenes in a professional theatre setting with access to cutting edge equipment and facilities. Additionally, its extensive variety of educational and community outreach programs provide opportunities for artists and patrons of all ages – 18 months to seniors – to learn through theatre throughout the year.

Booth Tarkington Civic Theatre, the principal resident theatre company at the Center for the Performing Arts, is located in the Tarkington, 3 Center Green, Suite 300, Carmel, IN 46032– easily accessible from both Meridian Street and Keystone Avenue corridors.

**Position Overview:**

Reporting to the Executive Artistic Director, the Staff Accountant supports the staff's day-to-day finance and accounting needs. The role includes basic accounting, record keeping, processing transactions as well as performing financial analysis and clerical obligations relating to business transactions and other internal financial activities. S/he will coordinate efforts with and be responsive to a part-time, contracted Controller from a public accounting firm.

**Responsibilities:**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Review and process accounts payable
- Process and manage all aspects of payroll
- Record contributions, sponsorships, and other donations
- Reconcile cash, prepaid expenses, and other balance sheet accounts
- Record all journal entries and close the books on a monthly basis
- Prepare daily, weekly, and monthly financial and operating reports (Sales, donations, cash flow forecast, etc.)
- Perform various financial analyses (budget-to-actual variances, revenue scenarios, baseline budget for key line items, return on marketing spend, rest-of-year forecast, etc.)
- Partner with the Controller to prepare the annual budget and allocate the budget by class
- Prepare / collect data requested by external auditors and tax accountants
- Identify cost-saving opportunities and support contract negotiations

- Build relationships with key stakeholders (Center for the Performing Arts accounting staff, part-time Controller, Finance Committee Chair, etc.)
- Support the staff's needs for financial analysis and answer questions on a timely basis
- Establish new accounting procedures and policies, as needed
- Adhere to internal control policies, guidelines, and procedures around all financial and accounting activities
- Monitor financial activities and provide reports to management as needed
- Complete all other duties as assigned

**Education and Professional Experience and Requirements:**

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree in accounting or equivalent experience
- Non-profit accounting experience preferred
- Experience with QuickBooks – required
- Experience with Bill.com, and/or Tessitura preferred

**Personal Characteristics:**

- Team player
- Integrity
- Attention to detail
- Inquisitiveness
- Self-directed
- Clear, concise communications that are easy for non-financial people to understand
- Passion for the arts

**Knowledge, Skills, and Abilities:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Accounting Principles – Knowledge of principles and procedures for business accounting.
- Computer Skills – Knowledge and experience using computers in general as well as Microsoft Excel and QuickBooks specifically.
- Communication – Ability to convey information clearly and concisely. Ability to communicate to groups of internal and external patrons.

**Language Skills:** English