Playhouse Theatre Group, Inc.

Position Title: **Finance Associate**

Reports to: Finance Director

Finance Associate

Job Description

Description:

Playhouse Theatre Group is seeking a detail-oriented and reliable Finance Associate / Bookkeeper to support our day-to-day financial operations. This role is responsible for maintaining accurate financial records, supporting month-end processes, and ensuring compliance with accounting standards. The ideal candidate is organized, proactive, and comfortable working with numbers and financial systems.

Playhouse on Park is a 163-seat black box theater in West Hartford, CT. We produce a varied season of work, including plays, musicals, dance performances, theatre for young audiences, and occasional one-off events such as stand-up comedy nights, play readings, and small concerts.

Key Responsibilities:

- Maintain accurate and up-to-date financial records, including general ledger entries
- Process accounts payable and accounts receivable
- Reconcile bank accounts, credit cards, and other financial statements
- Prepare invoices, monitor payments, and follow up on outstanding balances
- Assist with payroll processing and related filings
- Support month-end and year-end close activities
- Prepare basic financial reports (profit & loss, balance sheet, cash flow)
- Ensure compliance with company policies and accounting regulations
- Maintain organized financial documentation and records
- Assist with financial needs for grant applications and reports; sponsorship requests
- Assist with budgeting and cash flow projections.
- Assist with audits and provide supporting documentation as needed
- Other duties that are broadly in-line with the above responsibilities, as assigned

Qualifications & Skills

- Degree or diploma in Accounting, Finance, or related field (or equivalent experience)
- 2+ years of bookkeeping or finance-related experience
- Strong understanding of basic accounting principles
- Proficiency with QuickBooks Online
- Strong Excel/spreadsheet skills
- High attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Strong organizational and communication skills

Preferred Qualifications:

- Experience in non-profits, preferably in theatre or performing arts
- Certification in bookkeeping or accounting (e.g., CPA, CB, or equivalent)

Additional Information:

This is a part-time to three-quarter-time hourly position.

Flexible schedule.

Benefits include two complimentary tickets to Playhouse on Park productions.

Pay is hourly, starting at $21.50-$25.00 per hour, depending on experience.

TO APPLY:

Please submit a cover letter, resume, and references to Tracy Flater at tflater@PlayhouseTheatreGroup.org