



**JOB OPENING:
FINANCE MANAGER— COOLIDGE CORNER THEATRE**

ABOUT THE COOLIDGE CORNER THEATRE

The Coolidge Corner Theatre opened in 1933 and since 1989 has been a nonprofit film and cultural institution located in Brookline, MA with a mission to entertain, inform, and engage — building a vital community through film culture. The Coolidge is highly regarded as the premier art house cinema in New England and a cultural and community asset in Greater Boston, has a membership base of over 4,000 and serves over 225,000 patrons annually. In addition to screening first-run independent films, the Coolidge offers a wide variety of special programs and events, including community discussions, and collaborates with a myriad of other organizations.

The Coolidge is adding 14,000 square feet to its existing building, including two new, state-of-the-art screens and a new Community Education and Engagement Center. The expansion will be completed in early 2023. The Finance Manager position will play a significant role in ensuring management and optimization of existing and expanded resources, and further securing the Coolidge's role as a center for film culture.

PART-TIME FINANCE MANAGER

At a time of transformational growth for the nonprofit Coolidge Corner Theatre, the Finance Manager's primary role is to provide accurate financial reporting, data analysis, planning, and implementation. The Finance Manager reports to the Executive Manager, and works closely with all office staff, including box office and concessions, development, operations, and education; attends and presents information at monthly meetings of the Coolidge Board of Managers' Finance Committee and at meetings of the full Board of Managers.

The Coolidge environment is fast-paced and collaborative, with high-quality standards on every front. The Finance Manager will help ensure highly accurate reporting to our film distribution partners as well as grant makers and government accountability offices. While most of this role is financially oriented, the team is relatively small and all individuals share responsibilities as warranted across the mission-driven organization.

This is a part-time and evolving role (24-32 hours/week). Salary, benefits and schedule to be negotiated commensurate with hours and within the context of a nonprofit organization. Work is primarily onsite, with flexibility within business hours, Monday - Friday. Please include any specific salary or schedule requirements in your cover letter.

PRIMARY DUTIES & RESPONSIBILITIES

- Acts as an advocate and ambassador for the Coolidge in all interactions.
- Oversees all accounting activities, including preparation of CCT monthly financial reports, compliance with GAAP, and other projects and tasks as directed.
- Leads annual budget development process and ongoing forecasts.
- Prepares financial reporting materials for the Executive Manager and Board of Managers; works closely with the Board's Finance Committee; analyzes and interprets information to 'to tell the story' in layman's terms
- Analyzes financial information (such as ticket revenue, concession costs and revenue, theater staffing levels, grant funding and pledge payment schedules) to anticipate issues and opportunities and ensure the efficient operation and continued business viability of the organization.
- Ensures accurate and timely payments to film distributors, based on box office reports and distributor terms.
- Directly manages the third-party providers of accounts payable, bank reconciliations, vendor relations, and Professional Employer Organization ('PEO'- human resource services, including payroll processing and benefits administration).
- Cash management: optimizes balances across accounts; acts as liaison to banks; ensures compliant use and reporting of restricted cash accounts.
- Provides financial data for grant applications and reporting.
- Works with an outside accounting firm to support fieldwork and produce annual audited financial statements and tax returns. Ensures internal controls to support integrity of all systems, processes and data.
- Works with department heads to develop and monitor operating budgets and capital equipment and improvement plans.
- Works with insurance brokers to review and recommend policy options and provide documentation for any claims
- Ensures compliance with local, state and federal regulations, and monitors and meets critical due dates for reporting.
- Ensures secure maintenance of documents, physically and electronically.

REQUIRED EXPERIENCE/SKILLS:

- Bachelor's Degree in Finance or Accounting required; CPA ideal
- 3-5+ years of financial management experience, preferably in a nonprofit organization
- Passion for fulfilling the mission of a high-profile nonprofit organization; interest in film a plus
- Efficient, accurate with strong attention to detail, and ability to take the lead on initiatives and meet deadlines without direction
- Curious, with excellent analytical and forecasting skills; ability to use multiple systems to access and download data and deploy to identify trends, issues and opportunities
- Team player who welcomes collaborative decision-making
- Excellent verbal and written communication and interpersonal skills that support interaction at all levels of the organization and the public with a high customer service orientation

- Strong Excel knowledge (and other Microsoft Office applications), proficiency with QuickBooks or similar accounting software. Experience with ticketing systems software (e.g., Agile) a plus; must be willing to learn
- Ability to exercise discretion at all times
- Experience and comfort working in a small, nimble environment

WHAT WE OFFER:

- Work that makes a difference—the opportunity to contribute to a highly regarded and beloved arts organization
- A creative and stimulating work environment that offers an opportunity to impact the success of the Coolidge during a period of rapid growth
- Access to a wide range of films and related events
- Flexible work hours within business hours; primarily onsite; competitive compensation and benefits package.

COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

Guided by our mission to “entertain, inform and engage by building a vital community through film culture,” we at Coolidge Corner Theatre believe in our unique ability to transform the way people see the world through film. On screen and throughout our programming we have an opportunity to understand ourselves and the world around us more deeply; to uplift the voices of all races, ethnicities, gender identities, economic statuses, and abilities; and envision the changes we wish to see in our society. As devoted film lovers, we must engage authentically and deeply in conversations about our humanity and push ourselves to recognize injustice around us.

HOW TO APPLY

Please send a cover letter and resume to jamie@coolidge.org with “Coolidge Finance Manager” in the subject line. No phone calls please.

Applications will be reviewed on a rolling basis until the role is filled.

The Coolidge Corner Theatre Foundation, Inc. (“the Coolidge”) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Coolidge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.

The Coolidge expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Coolidge’s employees to perform their job duties may result in discipline up to and including discharge.