JOB OPENING July 2023
DIRECTOR OF FINANCE AND ADMINISTRATION

ABOUT 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 fall 2023.

DIRECTOR OF FINANCE AND ADMINISTRATION
At a time of transformational growth for the Coolidge Corner Theatre, the Director of Finance and Administration oversees all finance functions, leads the organization's financial reporting and planning, and oversees key administrative functions. This is a newly created role that reports to the Executive Director, is an integral part of the management team, and has a significant role in ensuring management and optimization of existing and expanded resources, further securing the Coolidge’s role as a center for film culture.

PRIMARY DUTIES & RESPONSIBILITIES

- Finance and accounting
  - Lead development and management of a $5M+ operating and programmatic budget and capital equipment plans
  - Oversee all accounting activities, including preparation of CCT monthly financial reports in compliance with GAAP, comparisons to budget, and development of pro forma statements; execute other projects and tasks as assigned
COOLIDGE CORNER THEATRE  
JOB OPENING July 2023  
DIRECTOR OF FINANCE AND ADMINISTRATION

○ Prepare financial reporting materials for the Executive Director and Board of Directors; work closely with the Board’s Finance Committee; analyze and interpret financial information to ‘to tell the story’
○ Work with an outside accounting firm to support audit fieldwork and tax returns
○ Directly manage third-party providers of accounts payable, bank reconciliations, vendor relations, payroll processing and benefits administration
○ Manage banking relationships
○ Work with the Development Department to reconcile philanthropic grants and ensure funds are secured, allocated, budgeted and tracked; provide financial data for grant applications and reports
○ Ensure compliance with local, state and federal regulations, and monitor and meet critical reporting due dates
○ Refine existing processes and procedures to ensure efficiency and accuracy
○ Ensure secure maintenance of documents, physically and electronically

● Administration
  ○ Work with insurance brokers to review and recommend liability coverage options and coordinate processing of any claims
  ○ Oversee benefits options and administration

REQUIRED EXPERIENCE/SKILLS:

● 5+ years of progressively increasing financial management and operational experience, preferably in a nonprofit organization
● Bachelor’s Degree, preferably in Finance or Accounting.
● Substantial working knowledge of financial reporting, budgeting, GAAP and FASB and internal controls
● Proficient with QuickBooks, Excel and Google Sheets. Ability to work with or learn ticketing systems software (e.g., Agile).
● Experience with payroll and benefits administration
● Familiarity with grants management
● Highly organized and detail oriented; able to manage multiple priorities, take the lead on initiatives and meet deadlines without direction
● Curious, with excellent analytical skills
● Excellent verbal and written communication and interpersonal skills
COOLIDGE CORNER THEATRE
JOB OPENING July 2023
DIRECTOR OF FINANCE AND ADMINISTRATION

- Experience and comfort working in a small, nimble environment. Team player who welcomes collaborative decision-making
- Passion for fulfilling the mission of a high profile nonprofit organization; interest in film a plus

WHAT WE OFFER:

- Competitive compensation ($90,000 - $110,000 per annum) and benefits package
- Work that makes a difference—an opportunity to contribute to a highly regarded cultural organization and business that is strong and embarking on a transformational future, centered on film.
- A collaborative, 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
- Work : Life balance. Flexible work hours within business hours. Open to hybrid.

HOW TO APPLY
The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter and resume to beth@coolidge.org with “Coolidge Finance Director” in the subject line. No phone calls please.

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.

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,
COOLIDGE CORNER THEATRE
JOB OPENING July 2023
DIRECTOR OF FINANCE AND ADMINISTRATION

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.