Childsplay, a professional theatre for young audiences in Tempe, Arizona seeks a proactive, detail oriented individual to join our Accounting team as an **Accounting Manager**. This full time position will support the administrative efforts of Childsplay through management and input of the full cycle of accounting. In this role, the Accounting Manager will become part of an ensemble organization that celebrates learning, creativity and education, be encouraged to innovate and grow as a professional with multiple opportunities for creative engagement, and become an integral part of Arizona’s arts and education community.

**Accounting Manager Responsibilities**

* Enter and manage all **Accounts Payables** including all related vendor maintenance through to 1099 processing at year end
* Enter all **Accounts Receivables and Income** including maintaining pledges and their payments
* Perform monthly **Reconciliations** of all bank accounts and any GL accounts as needed
* Create **Journal Entries** as needed or as required at month/year end
* Maintain **Petty Cash** accounts including distribution, reconciliation and entry each month
* Manage **Month-End Close** process including creation of monthly departmental reports and collaboration with department heads on corrections and year to date forecasting
* Work closely with General Manager to create internal monthly **Financial Statements** and attend monthly **Finance Committee** meeting
* Complete full cycle **Payroll** processing including related tax prep and employee file maintenance with third party payroll processing service. Additionally working with HR Manager and General Manager on human resource integration as requested
* Prepare and file quarterly **Sales Tax** reporting
* Maintain and process **Production Royalty** calculations,billing and payments
* Create and collaborate on **Grant Budgets** as requested by Development Department.
* Complete **Industry Surveys** timely through-out the year
* Assist with annual prep and field work for **Audit and 990** processing
* Assist as requested with annual **Budgeting** process as requested by General Manager
* Maintain a strong knowledge of Childsplay’s existing programs and work with ensemble to ensure accurate reporting while implementing and enforcing vigilant fraud and accounting policies

**Qualifications**

The ideal candidate will possess:

* A passion for the arts, education, and Childsplay’s mission and the ability to advocate for arts and youth in our community
* A bachelor’s degree in a related discipline (i.e. accounting/finance, non-profit management, arts administration or equivalent) and two years minimum professional or related experience with non-profit OR equivalent combination of education and experience
* Understanding of non-profit accounting principles
* Highly skilled in QuickBooks and Payroll processing
* High level of integrity and discretion
* Excellent organizational skills
* Skilled at Microsoft Office applications especially Excel
* Skill in time management in order to respond to multiple priorities with a strong ability to manage multiple tasks and deadlines
* Ability to communicate effectively across diverse personalities and departments
* A valid driver’s license and fingerprint clearance card are required

You’ll be a great fit if:

* You are comfortable with multi-tasking
* You stay cool under pressure and can laugh
* You have a passion and enthusiasm for theatre, arts, education, and young people
* You are a critical thinker with an ability to problem solve
* You thrive in collaborative environments
* You are self-directed and eager to grow. When given a starting point, you are comfortable stepping up and taking ownership
* You are always learning and enthusiastic about the prospect of being part of a learning organization

This is a full time exempt position of 40 hours per week. Salary is competitive plus benefits. Childsplay has a casual office environment and dress code. The company offers multiple ongoing meaningful opportunities for professional development and learning for all employees.

Childsplay values equity, diversity, and inclusion throughout our organization, programs and audiences. We are committed to giving underrepresented artists a safe space to create art and community. By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: imagination and wonder.

Applicants will submit a cover letter, resume, and 2-3 professional references via email with the subject line *Accounting Manager Application* to Ellen Conn at [econn@childsplayaz.org](mailto:econn@childsplayaz.org). No phone calls please, we will contact candidates whose skill sets, education, and experience meets the requirements for the job.

Founded in 1977, Childsplay’s mission is “*to create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood, that are the keys to the future.”* Please visit our website at [www.childsplayaz.org](http://www.childsplayaz.org) for additional information about the company, our programs, and our work in the community.