

Controller

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Controller to support the Chief Financial Officer.

FLSA Status: Full-Time, Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 nonprofit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit arshtcenter.org.

Basic Function

Reporting to the Chief Financial Officer ("CFO"), the Controller will be responsible for oversight of all finance, accounting, and reporting activities. As the number-two finance executive reporting directly to the CFO, the Controller will be involved in supporting presentations to the board finance, audit and investment committees and will work closely with the senior leadership team.

The Controller will ensure that the Trust and Adrienne Arsht Center Foundation ("Foundation" or "AACF") have the systems and procedures in place to support effective program

implementation and conduct flawless audits. The Controller will lead all day-to-day finance operations of an organization with a budget of \$40 million and supervise a team of 5 staff members including functional responsibility over general ledger accounting; accounts payable; accounts receivable; payroll; budgets; and settlements. The Controller will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can most effectively support program operations.

In addition, they will partner with the CFO, senior leadership, and the human resources (HR) and information technology (IT) staff to enhance and better integrate finance, HR, and IT functions.

Responsibilities

Finance and Accounting Leadership

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP and FASB standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Trust and Foundation financial status.
- Assist Trust and Foundation leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CFO in engaging the board's audit, finance and investment committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Support CFO in organizational cash flow forecasting by working in partnership with the Vice President Programs and Assistant Vice President Business Intelligence; continuously collaborate with Senior Leadership to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.

Team Leadership

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Ideal Experience

This is an extraordinary opportunity for a mature leader with seven to ten years of accounting and finance experience, ideally beginning in accounting and audit, followed by experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders. They will ideally have experience in a complex not-for-profit that has multiple program activities.

Specific requirements include:

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Personal qualities of integrity, credibility, and unwavering commitment to the missions of AACT and AACF; a proactive, hands-on strategic thinker who will own, in partnership with the CFO, the responsibility for finance and financial planning.
- Minimum of a BA plus CPA. MBA preferred.
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation v simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.

- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- A sense of humor.

Personal Characteristics

The Controller should be:

- Action-oriented; a doer
- Affable, easy to get to know
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Controller search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.