

# CROSSTOWN ARTS

Crosstown Arts is hiring a *Controller*. The ideal candidate for this position will be highly motivated by the challenge of providing support to a non-profit, multi-disciplinary contemporary arts organization in a unique setting.

## SUMMARY

The Controller is responsible for the accounting, planning, reporting and compliance, finance and human resources for Crosstown Arts.

The Controller is a key role in the organization and reports to the Executive Director. The position is supported by a staff of Senior Accountant and Associate Accountant.

## DUTIES AND RESPONSIBILITIES

The Controller oversees the administrative systems that support a wide range of music/art-related programming. This position is responsible for successfully integrating Crosstown Arts' accounting, finance, and human resources. The success of this role requires a commitment to hands-on management and working alongside supervisees and other staff to complete projects and accomplish goals.

### ACCOUNTING

- Oversee general ledger, payables, receivables, revenue, fixed assets
- Manage the process for check disbursements and online payments
- Apply cash and make bank deposits
- Direct the month-end and year-end closing processes
- Perform and/or review monthly balance sheet account reconciliations
- Ensures successful daily operation of all transaction systems (i.e., POS systems, online ticket sales, merchant accounts, etc.)
- Serve in a back-up role for all accounting tasks

### PLANNING

- Create and manage the organization's budget under the Executive Director's supervision
- Provide expense and income forecasting to support short-term and long-term planning
- Review monthly budget with departments to provide budget adherence and to examine budget differences
- Analyze budget variances and recommend corrective courses of action

### REPORTING AND COMPLIANCE

- Maintain records in accordance with Generally Accepted Accounting Principles
- Manage relationships with external auditors and prepare audit workpapers and reconciliations
- Implement and maintain strong internal controls to safeguard company assets.
- Ensure compliance with and timely filing of all annual reports, government reports, licenses, and taxes

### FINANCE

- Monitor cash flow and cash balances in multiple accounts
- Manage all treasury and banking functions with daily oversight of distribution of funds in restricted/non-restricted bank accounts
- Oversee risk management for all liability and other insurance policies managing claims and adjusting coverage
- Maintain leases and other contracts, and monitor renewals

## HUMAN RESOURCES

- Manage relationships with outside human resources/payroll provider to ensure all employees receive pay and benefits as scheduled and in accordance with federal and state requirements
- Process semi-monthly payroll
- Oversee HR functions, including onboarding, employee relations, performance management, and benefits
- Administer the employee handbook

## TEAM LEADERSHIP AND MANAGEMENT

- Lead, mentor, and develop the finance team.
- Foster a collaborative and high-performing work environment.
- Establish and maintain effective communication and collaboration with other departments.
- Delegate tasks appropriately and monitor team performance

## STRATEGIC SUPPORT

- Assist in the development and implementation of strategic initiatives
- Evaluate the financial impact of business decisions.
- Provide strategic support to the Executive Director

## QUALIFICATIONS

- Bachelor's degree or higher in Accounting, CPA preferred
- Five to seven years of experience in accounting with progressive leadership responsibilities, non-profit experience preferred
- Two to three years of experience in Human Resources

## REQUIRED SKILLS

- Proficient knowledge of Generally Accepted Accounting Principles and internal control procedures
- Experience coordinating multiple projects and meeting deadlines while supervising reporting staff members
- Ability to evaluate financial data for planning and operational decision-making
- Intermediate to advanced skills using Microsoft Excel/Word and a variety of software such as QuickBooks Online, Google Enterprise, Mac OS
- Ability to interact with various levels of staff and management while demonstrating a high level of initiative and self-reliance
- Discretion in handling sensitive and confidential information
- Strong verbal/written communication skills and ability to proactively problem solve

THIS POSITION REQUIRES AN ONGOING COMMITMENT TO THE FOLLOWING CHARACTERISTICS:

**ADAPTABLE AND FLEXIBLE.** Ability and willingness to accommodate ongoing modification to all tasks, plans, and projects, including regular interruptions to workflow.

**PROMPT AND TIMELY COMMUNICATOR.** Ability to manage a demanding level of correspondence in all forms of communication. Especially important are excellent written and verbal communication skills.

**COLLABORATIVE.** Eagerness to work collaboratively with Crosstown Arts' staff.

**ORGANIZED.** Ability to manage a high volume of information and tasks for multiple projects simultaneously, at varying levels of completion.

**ACCOMMODATING.** Ability to seek out supportive solutions to accommodate guests and participants in all Crosstown Arts' spaces - including the general public (as well as artists, musicians, and event organizers) - to realize the full potential of their creative vision whenever possible.

**EVEN-TEMPERED DISPOSITION AND GRACIOUS WITH PEOPLE.** Ability to work under  
CROSSTOWNARTS.ORG

pressure and maintain a composed, focused, affable, courteous, and supportive demeanor when interacting with idiosyncratic and distinctive personalities during sensitive situations, with the clear understanding that unprofessional, unkind, or unfriendly interactions with the public or other staff members are not acceptable under any circumstances.

**ENTHUSIASTIC, ENERGETIC, CHEERFUL, GOOD NATURED, AND POSITIVE.** Ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations. Great level of passion and enthusiasm surrounding delegated projects, programs, and promotional campaigns.

**RECEPTIVE.** Ability and willingness to take on a wide range of responsibilities ranging from simple tasks to highly detailed directives in order to complete projects.

**ATTENTIVE TO DETAILS.** Ability to maintain focus on and adjust to the constantly emerging details unique to each situation, ranging from visual/space needs to interpersonal requests from other staff and event participants.

**ASSERTIVE, DETERMINED, AND FOCUSED.** Ability to stay on task, to work under pressure within given deadlines, to problem-solve, and to proactively find solutions to obstacles in resourceful ways, seeing all projects through to completion.

## **BENEFITS AND COMPENSATION**

This is a salaried, full-time position eligible for all Crosstown Arts' benefits. Salary begins at \$65,000 and is commensurate with experience and skill level. Benefits include: three weeks PTO, (12) paid holidays, (80) work from home hours, parental leave, bereavement leave and pay, paid full coverage health insurance, voluntary dental and vision insurance options, up to \$25,000 paid life insurance, and 401(k) plan.

## **TO APPLY**

Please send a cover letter, resume, and references online via email to [jobs@crosstownarts.org](mailto:jobs@crosstownarts.org). Crosstown Arts is committed to supporting a diverse and equitable workplace. Applicants from traditionally under-represented and under-supported groups are encouraged to apply. Crosstown Arts is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, and disability.

## **OVERVIEW**

Crosstown Arts is a contemporary arts center with multiple music venues, performance and exhibition spaces, art-making facilities, and a multidisciplinary artist residency program, offering a diverse range of programming, all with immediate access to healthcare, wellness, and childcare resources.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support a wide range of audiences.

Crosstown Arts is the creative centerpiece within Crosstown Concourse, a one-million square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co. in Memphis, Tennessee. The larger Crosstown Concourse complex is a vertical urban village grounded in arts, education, and healthcare. It includes a charter high school for arts and sciences, graduate programs in education, health and wellness disciplines, grocery and marketplace, commercial/office, and a diverse range of residential living spaces. This collective vision of collaboration and sharing of resources to benefit the neighboring community and the city at large is the unifying quality that connects all the programming, spaces, tenants, and services of Crosstown Arts and Crosstown Concourse.