

Job Posting

Director of Accounting

11/20/2023

Now Hiring: Northlight Theatre is now hiring a full-time Director of Accounting. Reporting to the Managing Director, the Director of Accounting is responsible for financial operations, including day-to-day accounting processes, financial reporting, cash flow analysis, annual budget preparation, and management of the organization's annual audit as well as managing capital campaign financing and related reports. This senior position partners with the theater's leadership in strategic planning to strengthen and protect the theater's long-term financial position. The Director of Accounting is responsible for supervising the part-time Finance Assistant and financial third-party consultants and vendors.

A full job description is available on our website at www.northlight.org/opportunities.

Northlight Theatre aspires to promote change of perspective and encourage compassion by exploring the depth of our humanity across a bold spectrum of theatrical experiences, reflecting our community to the world and the world to our community. A professional LORT D theatre located in Skokie, Illinois, programming includes a 5-play mainstage season, the Interplay new play development series, and a dynamic year-round audience engagement and education program. For more information about the theatre: www.northlight.org.

Qualifications: At least 7 years of experience in a finance environment, non-profit strongly preferred. Robust understanding of financial accounting, with demonstrated success creating financial models, managing reporting, and ensuring proper controls, including knowledge of GAAP. Successful candidate should be well organized, have excellent analytical and technical skills. Attention to detail, the ability to exercise discretion and to maintain confidentiality required. Must be able to work effectively in a highly collaborative environment, set priorities and meet deadlines, and effectively supervise staff and interact with colleagues. Strong communication skills and problem-solving ability are essential. Degree in accounting or CPA a plus.

Job Location: This position will work primarily onsite at Northlight Theatre, 9501 Skokie Blvd in Skokie, with the potential for one remote day per week. Exact onsite/remote work schedule will be determined based on department needs and staff member preference.

Compensation: Compensation range is \$65,000 to \$75,000 annually, competitive with prevailing compensation for similar positions within the non-profit performing arts industry, and commensurate with qualifications and experience of the applicant. This position is eligible for benefits including medical, dental and vision insurance and paid time off. High energy, collaborative environment with flexible work hours and close involvement with the art and artists.

How to Apply: As an equal opportunity employer, Northlight Theatre hires outstanding individuals into every position in the company. People who work with us have a high degree of engagement, a commitment to working effectively in teams, and a passion for the company's mission. We place the highest value on creating a safe environment where our employees can grow and contribute, and refuse to discriminate on the basis of race, color, religious belief, sex, age, disability, national origin, alienage or citizenship status, marital status, partnership status, caregiver status, sexual and reproductive health decisions, gender identity or expression, or sexual orientation. Reflecting our commitment to be an inclusive and accessible employer, we welcome applications for all open positions from a diverse applicant pool that reflects our community and programming.

Qualified candidates should send a cover letter and resume with relevant experience and three listed references via email to humanresources@northlight.org. No phone calls please.