Village Theatre
Mainstage + New Works + Youth Education

TITLE: Director of Finance
STATUS: Full-Time, Exempt
PAY RANGE: $105,000 to $120,000
SUPERVISOR: Managing Director
LOCATION: Issaquah/Everett
APPLICATION REVIEW BEGINS: December 2, 2026

ABOUT VILLAGE THEATRE

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is the leading local producer of musical theater in the greater Seattle area. Producing entertaining, quality productions since 1979, Village has grown into one of the best-attended live theatres across Puget Sound with more than 12,000 Mainstage subscribers and 57,000 single ticket holders annually. Village is nationally recognized for its contribution to the development of new musicals, having supported the creation of more than 180 new works to date. Village is also home to a world-class youth education program for ages 5-20, serving more than 12,000 young artists and providing more than 4,500 hours of hands-on training and mentorship every year.

DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

Theatre lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Village Theatre we are dedicated to building a diverse and inclusive workplace, so if you are excited about a role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the candidate we are looking for!

More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: https://villagetheatre.org/deia/

ABOUT THE POSITION

The Director of Finance serves as the organization's senior financial leader and is responsible for the strategic and day-to-day management of financial operations. The position oversees accounting, budgeting, financial reporting, cash management, audit preparation, compliance, and risk management functions. The Director of Finance

partners closely with the Managing Director and Finance Committee to support the organization's long-term financial sustainability and operational effectiveness.
The Director of Finance may also oversee Human Resources and Information Technology functions, including supervision of staff, consultants, and vendors as assigned.

PRINCIPAL RESPONSIBILITIES

Financial Leadership & Planning

- Oversee the development, administration, and monitoring of the annual operating and capital budgets in collaboration with department leaders.
- Develop financial forecasts, cash flow analyses, scenario plans, and long-range financial projections.
- Advise the Managing Director on financial strategy, policies, and the operational impact of key decisions.
- Support organizational planning and decision-making through financial analysis and modeling.

Accounting & Financial Management

- Direct all accounting functions, including accounts payable, accounts receivable, payroll, fixed assets, and general ledger activities.
- Ensure accurate and timely monthly, quarterly, and annual financial reporting.
- Maintain the integrity of the accounting system and all financial records.
- Monitor expenditures and revenues to ensure alignment with approved budgets and financial goals.
- Manage cash flow, banking relationships, investments, and treasury functions.
- Ensure effective internal controls are maintained and continuously improved.

Finance Committee Reporting

- Prepare and present monthly financial statements, budget-to-actual reports, cash flow analyses, forecasts, and other required financial information to the Managing Director and Finance Committee.
- Support Finance Committee meetings by providing financial analysis, recommendations, and operational insights.
- Collaborate with the Finance Committee Chair and Board Treasurer to ensure accurate and timely financial reporting to the Board of Directors.

Audit, Compliance & Risk Management

- Coordinate the annual independent audit and preparation of supporting schedules and documentation.
- Ensure compliance with applicable accounting standards, nonprofit regulations, grant requirements, and reporting obligations.
- Monitor changes in accounting, tax, employment, and nonprofit compliance requirements.

- Oversee organizational insurance programs and support risk management activities.
- Ensure timely filing of required tax returns and regulatory reports.

Grants & Restricted Funds

- Oversee financial tracking, reporting, and compliance for grants, contracts, and restricted contributions.
- Prepare and provide financial information, budgets, reports, and supporting documentation required for grant applications, renewals, and funder reporting.
- Partner with Development staff to ensure accurate recording, reconciliation, and reporting of contributed revenue.

Human Resources & Administrative Operations

- Oversee payroll administration, employee benefits administration, and related compliance requirements.
- Support the development and implementation of personnel policies, procedures, and risk management practices.
- May supervise Human Resources personnel and external HR consultants or service providers.

Information Technology Oversight

- May oversee organizational information technology functions and external IT service providers.
- Support technology planning, cybersecurity, systems administration, business continuity, and operational technology needs.

Staff Supervision

- Recruit, supervise, train, and evaluate assigned staff.
- May supervise Human Resources personnel and oversee Information Technology staff, consultants, contractors, and vendors as assigned.
- Foster a collaborative, accountable, and service-oriented work environment.
- Establish priorities and ensure departmental goals are achieved.

YOUR SKILLS AND EXPERIENCE

Education & Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- Minimum of five years of progressively responsible financial management experience, preferably within a nonprofit organization.
- Experience managing organizational budgets, financial reporting, audits, and cash flow forecasting.
- Experience presenting financial information to executive leadership and governing committees.

- Supervisory experience required.
- Experience with nonprofit revenue streams, including earned income, contributed revenue, grants, and restricted funds preferred.

Knowledge, Skills & Abilities

- Thorough knowledge of nonprofit accounting principles and financial management practices.
- Strong understanding of GAAP and nonprofit financial reporting requirements.
- Experience with accounting software and financial management systems; MIP experience a plus.
- Strong financial analysis and problem-solving skills, with the ability to communicate complex financial information clearly to financial and non-financial audiences.
- Strong organizational, planning, and project management skills.
- Demonstrated sound judgment, discretion, and ability to maintain confidentiality.
- Excellent written, verbal, and interpersonal communication skills.
- Advanced proficiency with Microsoft Excel and proficiency with other Microsoft Office applications.

COMPENSATION

The annual salary range for this position is $105,000 to $120,000.

Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

APPLICATION INSTRUCTIONS

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The committee will create a rubric for assessment using the criteria from the job description. The committee will make recommendations on who should move on to the interview process based on the assessment.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetic information, disability, age, veteran status, or any other protected status.

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Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. If you are invited to participate in the selection process and need ADA accommodation, please notify HR at resumes@villagetheatre.org.

To apply, please e-mail your resume and cover letter to: resumes@villagetheatre.org with **"Director of Finance"** and your last name in the subject line. PDF Format is preferred. No phone calls, please.