

POSITION ANNOUNCEMENT



FINANCE & ADMINISTRATION ANALYST

FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences. FIRST STAGE acknowledges we have been party to supporting oppressive systems in the past and are committed to continuing to prioritize our journey in becoming an anti-racist and fully inclusive organization, and we strongly encourage candidates from historically underrepresented groups to apply.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Finance & Administration Analyst

Status: Full-Time / Non-Exempt

Reports To: Director of Finance & Administration

Start Date: As Soon as Available

Compensation: \$19 - \$24/hour

First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, vacation, and paid holidays, as well as a 403(b) plan.

OVERVIEW:

The Finance & Administration Analyst assists the Director of Finance & Administration with a diverse set of responsibilities. These responsibilities include preparation of grant financial reports, processing and analyzing the organization's weekly payroll, management of the data sharing necessary with our Finance shared service provider, and various financial and operational tasks needed to keep the organization running smoothly. The ideal candidate will have a passion for the arts and a commitment to supporting the theater's mission through financial analysis and business process improvement.

RESPONSIBILITIES:

Grant Financial Reporting

- Collaboration with First Stage staff, including Finance and Advancement and other departments as necessary, to prepare program budgets for grant applications. This includes computing appropriate allocations of staff time, overhead, etc.
- Preparation of grant reports, as requested by donors via First Stage's Advancement team, for interim periods or as final program results.

Payroll

- Maintain an employee contract tracking system to ensure all employees get paid when on contract.
- Calculate and submit weekly payroll to Insperity, First Stage's Professional Employer Organization (PEO).
- Process all Designer contract payments.
- Prepare all union reports for payment of dues, health, and pension.

- Monthly reconciliation of payroll deductions and preparation of payment requests.

Miscellaneous Finance Tasks

- Manage data sharing with First Stage's Finance Shared Service provider, Marcus Performing Arts Center, for daily Accounts Receivable and Payable transactions.
- Carry out additional Finance projects or tasks as assigned by the Director of Finance & Administration.

Administration

- Maintenance of company calendar, with specific responsibility for the Administration calendar which is the top-level calendar all employees have access to.
- Company-wide office supply ordering.
- Assist with IT projects and management of the company's IT service provider.
- Schedule all Board, Executive Committee, and All Staff meetings including room reservations and requirements.
- Assist with artist and employee travel/housing planning.
- Assist in developing processes and procedures to help the company work more efficiently and effectively.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Strong organizational skills with exceptional attention to detail and timeliness.
- Excellent written and verbal communication skills and ability to work with staff at all levels of the organization.
- Strong project management skills, with the ability to handle multiple projects simultaneously.
- Intermediate experience with the Microsoft suite, especially Microsoft Excel.
- Strong computer skills and willingness to learn new computer programs as needed.
- Excellent analytical and problem-solving skills.
- Continuous focus on process improvement.
- Demonstrated experience with nonprofit financials and processes.
- Passionate about the arts and committed to the mission of First Stage.

TO APPLY:

Send a resume, and cover letter to Kate Schmitt, Director of Finance & Administration, at kschmitt@firststage.org with the subject line - **Finance & Administration Analyst: (First Name Last Name)**

No phone calls, please. Application submission period will remain open until position is filled.

ABOUT FIRST STAGE:

First Stage, Milwaukee's premiere non-profit theater for young people and families. First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center - a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org