

Job Description – Controller

South Shore Playhouse Associates, Inc.

The Controller reports to the CEO/Executive Producer and is responsible for effectively managing all accounting functions and transactions at both venues (SSMC & CCMT) and Music Circus Productions. The Controller is also responsible for hiring, training, and managing the accounting assistant.

Financial Accounting and Reporting:

- Develop and maintain complete and accurate financial accounting systems and filing for cash management, accounts payable, accounts receivable, credit cards, general ledger and petty cash.
- Enter all seasonal Show Codes in SAGE for tracking of all revenue and expenses for creation of individual P&L's by show at the end of the season.
- Record all sales revenue including products such as food/alcohol concessions and merchandise.
- Calculate and remit all show related taxes; sales/use, meals tax and artist/performer taxes for both venues.
- Work with the Box Office Manager on the weekly ETIX reports, review transactions entered in SAGE and ensure monthly reconciliations are complete and accurate.
- Work with Office Manager to ensure all Show related contracts and documentation is complete and accurate prior to each show, ensure all town permits are filed and paid promptly, work together to ensure job descriptions and postings are complete, assist with updating the annual Employee Handbook.
- Backup for Office Manager when s/he is out of the office.
- Oversee all financial aspects of performance and rental contracts at both venues, including but not limited to, tracking and processing deposits, payments, artist show settlements, and Massachusetts income tax withholding from performance fees.
- Download and file monthly credit card statements (including gas card), review and approve reconciled charges against receipts and marketing FileMaker documents.

External: Auditors, Insurance & Financial Advisors:

- Responsible for all final fiscal year audit tasks, submitting all financial information and working closely with the auditors. Review draft audit reports and discuss questions/changes with the CEO/Executive Producer. Enter all year-end adjusting entries based on final audit reports and ensure all year-end records are reconciled to the Audited Trial Balance.
- File all corporate tax returns based on documentation provided by the auditors after each annual audit.

- Review and update annual insurance applications for insurance renewals, including assessing changes, and options. Coordinate with the CEO/Executive Producer and General Manager on all insurance related tasks.
- Manage all external annual insurance audits for workers compensation and general liability insurance, address all questions from the insurance company promptly.
- Coordinate with Compass 360, Ascensus and Merrill Lynch for all 403b related tasks including the weekly payroll export for Employee and Employer contributions, annual financial meetings with staff participants, enrollment of new staff, and address staff questions.
- Coordinate with Management Team on the venue season opening and season closing tasks, including but not limited to, ensure proper check signers with the local banks, ATM machines, deposit books, and petty cash.

Payroll:

- Continually review payroll options for possible improvements for scheduling and tracking time between venues. Work with Harpers Payroll for seasonal timekeeping systems (hand reader etc.) and update all seasonal show codes for scheduling and costing within the payroll system. Based on approvals from Managers, submit weekly payroll, process weekly journal entries and monthly show code allocations.
- Ensure all Employee Handbooks and forms are distributed and completed by each employee, signed by the necessary managers, and returned. Complete Personnel Appointment form for CEO/Executive Producer and General Manager to determine pay details, scan, and save electronic copies of the handbook forms in the payroll system by employee.
- Maintain Personnel records, including Massachusetts sick leave, Mass Family and Medical Leave, I-9 reporting, Youth permits and vaccination records.
- Train staff and managers on annual payroll process. Enroll staff as needed in the timekeeping system and train specific managers for the enrollment process.
- Ensure all hired staff are entered into both the Harpers Payroll and Toast systems so hours can import correctly. Work together with Concessions Managers to ensure each show packet is complete, accurate and submitted in a timely manner.
- Annually train managers on the specific payroll requirements for each department and scheduling to ensure correct show code allocations. Work with managers weekly to ensure all scheduling and payroll approvals are done within the deadlines for processing payroll.

Other:

- Grants: Monitor, research, review and discuss with CEO/Executive Producer. Once approved, complete application and submission process, monitor progress, confirm receipt and record as required. Ensure funds are used for appropriate purposes, track and submit final reports as needed.

- Ensure compliance with applicable state and federal regulations related to accounting and personnel.
- File annual US Census Reports, Annual Town reports, Mass Tax – HIRD reports, Compass Census reports, 5500 reports, 1099 reports etc.
- Evaluate, implement, and streamline policies, procedures and controls related to all Accounting/Finance functions.
- Perform high level, time sensitive special projects and reports as needed by the CEO/Executive Producer or Managers.
- Additional tasks as described by the CEO or General Manager.

**Reviewed and approved by V Longo 11/20/23*