

THE SHED

JOB DESCRIPTION: Controller

ABOUT THE SHED: Scheduled to open in early 2019 on the west side of Manhattan where the High Line meets Hudson Yards, The Shed will be the first multi-arts center to commission, produce, and present all types of performing arts, visual arts, and popular culture, in a sophisticated and future-facing technological frame.

The Shed will bring together leading artists from all art forms under one roof, from hip hop to classical music, visual art to literature, film to theater and dance. Beyond the programs, the building -- designed by Liz Diller, who also designed Manhattan's High Line -- represents a pinnacle of 21st c. technological development in architecture.

Commissioned by a board that includes Dan Doctoroff (of Google's Sidewalk Labs) as Chairman, the building will integrate state of the art technological systems for everything from display to A/V to ticketing. Further, the entire building moves on rails to enclose a 3000-person performance space on command.

For more information, see: <http://www.theshed.org>

Job Description:

The Shed seeks a Controller to work as a member of a highly accomplished and skilled management team. The Controller will report to the Chief Financial Officer and provide day to day financial oversight of The Shed's operating and building construction budgets. Areas of responsibility include accounting, budgeting, investments, banking relations, cash management, employee benefits, annual audit, federal and state tax filings, monthly financial statements, capital projects reconciliation and maintenance of financial information systems. Due to the start-up nature of The Shed, the ideal candidate will be well versed in developing policies and systems for a new organization.

Specific responsibilities include, but are not limited to:

- Oversee the general accounting of the institution, including among other things, journal entries, cash disbursements, accounts payable, cash receipts, accounts receivable, reconciliation of bank accounts and adjusting journal entries;
- Oversee bi-monthly payroll processing;
- Assist in preparation and monitoring of the operating budget working closely with CFO and department heads;
- Preparation of monthly financial reports;
- Prepare short and long-term cash flow analysis; monitor cash flow and make short-term investment decisions based on working capital needs.
- Monitor and implement internal control procedures;
- Responsible for the annual audit and preparation of federal filings including IRS Form 990;
- Maintain liaisons with banks, auditors, investment advisors and managers;
- Maintain financial accounting system;
- Administer employment policies and benefit programs including 403b Plans (and filing annual Form 5500), flexible spending plans, FMLA, vacation and other paid time off policies.
- Work with Development department to monitor and reconcile contributions, pledges, and Special Event revenues

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- Report uses of Restricted grants to individuals, foundations and various government funders
- Monitor the uses of restricted net assets, responsible for “release” of assets on a timely basis.

Qualifications and Qualities

- B.A. in Accounting or Finance and 5+ years of management experience. CPA preferred.
- Solid technical accounting skills are essential with preference for non-profit accounting experience in a cultural institution
- A demonstrated ability to work collaboratively as part of a highly motivated, energetic team.
- Strong oral and written communication skills.
- Strong computer skills essential
- Ability to multi-task and work well under pressure and in a fast-paced environment.
- Must be able to work evenings and weekends as needed.

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

APPLICATION PROCESS:

Interested candidates should submit resume and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to HR@THESHED.ORG with “Controller” in the subject line. Only resumes and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer and committed to the goal of building a culturally diverse staff and strongly encourages applications from minority candidates.

Date: 6/30/2017