

# TheatreWorks

SILICON VALLEY

## Payroll/Accounts Payable Specialist

**“...an incubator of scores of artists, developing and premiering countless new works, many of which have gone on to long life elsewhere.”**

*- San Francisco Chronicle*

### Organization

TheatreWorks Silicon Valley (TheatreWorks) is one of the Bay Area's flagship non-profit theaters and leading regional theatres in the nation. In 2019, the company was honored by the American Theatre Wing with the Regional Theatre Tony Award. Its mission is to celebrate the human spirit through innovative productions, new works, and arts engagement programs inspired by and engaging its diverse Silicon Valley community. TheatreWorks produces a mix of new works, regional premieres of contemporary hits, and reinvigorated classics, in the 600-seat Mountain View Center for the Performing Arts and the 425-seat Lucie Stern Theatre in Palo Alto, LORT B & C theatres, respectively.

With the point of view that the San Francisco Bay Area is the prototype of a diverse, ever-evolving America, TheatreWorks is committed to exploring the changing world and enhancing the American theatre with new vision, revealing who we are and what we might become. We seek to create community by welcoming the mosaic of cultures, perspectives and people that embody the Bay Area and beyond. We celebrate the transformative power of theatre to ignite imagination, inspire conversation, and interconnect our human spirits.

TheatreWorks has been committed to the creation of new works for the stage since its founding in 1970, having produced over 70 World Premieres and more than 170 Regional Premieres. In 2000, this commitment was strengthened and formalized with the establishment of its New Works Initiative, which has contributed to the development of scores of new plays and musicals earning national recognition and acclaim for the company and the new works program. Highlights of the program include the annual New Works Festival, the annual Writers Retreat, a commissioning program, and formative readings and workshops throughout the year. Writers currently under commission include Min Kahng, The Kilbanes, Lynn Rosen, Pia Wilson, Chris Miller, Nathan Tysen, Idris Goodwin, Mansa Ra, and Geetha Reddy. TheatreWorks believes in supporting local and national writers in the earliest stage of a play's development.

TheatreWorks has asserted its commitment to becoming an anti-racist organization and is pursuing the intention to use its voice and art form to take a stand against conscious and unconscious bias and systemic racism. Updates and action steps toward inclusion, diversity, equity, accessibility, and anti-racism are published on its website and include the creation of an IDEAA collective, ongoing facilitated training at the board and staff levels, and the creation of the new department of Arts Engagement. Along with creating educational programs and increasing the accessibility of our programming, this department will focus on fostering long-term, trust-based, and reciprocal relationships with BIPOC and under-represented communities throughout the Silicon Valley.

TheatreWorks Silicon Valley is governed by a 25-member Board of Trustees, led by Board Chair Holly Ward. Tim Bond has served as Artistic Director since 2020, following the 50-year tenure of Founding Artistic Director Robert Kelley. For the fiscal year ending June 30, 2019, TheatreWorks Silicon Valley reported revenue of \$9.6 million, with approximately \$4.7 million from contributions and grants and \$4.6 million from program services. Due to the COVID-19 shutdowns, the fiscal year ending June 30, 2021, had total revenues of \$6.7 million, with approximately \$6.5 million from contributions, grants, and endowment income. For FY23, TheatreWorks' budget is \$10 million, with approximately \$5 million from contributed revenue sources. TheatreWorks has a consistent record of balancing its budget. TheatreWorks' endowment stands at approximately \$5 million.

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### Community

Situated on the traditional territory and unceded homeland of the Ramaytush Ohlone peoples, TheatreWorks is headquartered in Silicon Valley, which includes the cities of San José (the third-largest city in California), Sunnyvale, Santa Clara, Redwood City, Mountain View, Palo Alto, Menlo Park, and Cupertino. Silicon Valley's location around the southern shores of San Francisco Bay provides easy access to the global hub of San Francisco, with Yosemite, Lake Tahoe, and Napa Valley within driving distance. TheatreWorks serves the nine-county San Francisco Bay Area, which is home to approximately 7.8 million residents.

A nexus of arts and innovation, Silicon Valley is the home to many first-rate universities, including Stanford University, and dozens of major technology, software, and internet companies. Apple, Google, Meta (formerly Facebook), and Visa are among the major brands headquartered in the region.

TheatreWorks Silicon Valley is a leader among the region's arts and culture organizations, joining major Bay Area theatres American Conservatory Theater and Berkeley Rep, along with nearly 400 Bay Area theatre companies, making the region the nation's third-largest theatre center. Silicon Valley is the home to numerous cultural organizations such as The Tech Museum, San Jose Opera, City Lights Theatre, Stanford Live, Cantor Arts Center, Symphony Silicon Valley,, San Jose Museum of Art, Movimiento de Arte y Cultura Latino Americana (MACLA), EPACENTER, San Jose Stage Company, Children's Musical Theatre of San Jose, San Jose Youth Symphony, San Jose Museum of Quilts and Textiles, Children's Discovery Museum of San Jose, Less than an hour drive from Silicon Valley, San Francisco houses San Francisco Ballet, San Francisco Symphony, SF Jazz, San Francisco Opera, Club Fugazi, SFMOMA, the Asian American Art Museum, the Museum of the African Diaspora, and many others.

With its Northern California weather, Silicon Valley has a Mediterranean climate of warm summers and cool winters and offers proximity to beaches and countless ways to enjoy the outdoors. Visitors can find stunning views on endless miles of trails or spend an afternoon strolling through the historic Elisabeth F. Gamble Garden, which is free and open to the public every day of the year. Children can enjoy the Palo Alto Junior Museum and Zoo.

Sources: [visitcalifornia.com](http://visitcalifornia.com); [census.gov](http://census.gov); [siliconvalleyguide.org](http://siliconvalleyguide.org); [cityofpaloalto.org](http://cityofpaloalto.org); [theatreworks.org](http://theatreworks.org)

### Position Summary

TheatreWorks Silicon Valley seeks a Payroll/Accounts Payable Specialist to support and coordinate, cross-functional general accounting. Including functioning as the full cycle payroll administrator using ADP Workforce Now (bi-weekly and weekly), Accounts Payable, and other duties for the company.

### Key Responsibilities

#### Payroll:

- Processes weekly and bi-weekly payroll using ADP Workforce Now and occasionally prepares manual checks for final payroll checks.
- Ensures all Payroll accounting entries are complete, accurate, and recorded in a timely manner.
- Audits payroll data for accuracy, including performing reconciliation between the general ledger and bank accounts and investigating any unresolved discrepancies.
- Prepares monthly reports, including but not limited to W-4, direct deposit and benefit deductions, monitor accruals of Vacation and Sick hours, payroll-related journals in SAGE.

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- Processes and supports the 403(b) retirement benefits program by processing paycheck deferrals, loans, distributions, annual census and Cafeteria 125 census.
- Problem-solves payroll and accounting matters with Agency employees and works closely with HR staff in supporting and educating employees on payroll and benefit matters.

## **Accounts Payable:**

- Facilitates full cycle accounts payable, including obtaining approval of vendor invoices, coding, data entering invoices and processing payments in SAGE.
- Processes employee expense reports and reconciles advance payments with staff.
- Assists and/or approves cash disbursements by verifying check amounts against invoices, authorizing checks and wire transfers.
- Monthly bank reconciliation and reporting.
- Maintains cash flow by monitoring bank balances and cash requirements; investing excess funds.

## **General Ledger and Misc. Duties:**

- Establishes and maintains a journal entry system that provides proper supporting information for all JE's made to the accounting records.
- Maintains all files and records in accordance with policies and procedures in an organized manner.
- Prepares audit file; provide support to and gather necessary account information and documents for external auditors and other reviews.
- Renews business insurance by scheduling values including personal and real property, computers, equipment, etc., and accounts receivable.
- Assists in developing budgets, financial statements and providing accounting budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Assists in developing accounting operational standards and procedures to support cross-functional agency-wide financial and budget plans to support strategic plans and reviews; productivity, quality, and contracts standards; resolving problems; identifying system improvements.
- Backs up the Director of Finance & Operations as needed.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

## **Qualifications**

- Knowledge of full-cycle payroll and accounts payable
- Knowledge of generally accepted accounting principles and cash management
- Ability to organize, prioritize, and keep filling and work product up-to-date to promote productivity and efficiency
- Solid accounting software knowledge of ADP Workforce Now, and/or SAGE
- Proficient with Microsoft Office Suite, including Excel
- Embrace TW's commitment to IDEAA. Model inclusive behavior: interrupt behaviors that hinder our diversity and inclusion efforts; and demonstrate a degree of cultural competency that enhances relationships with all company members, particularly those belonging to groups of diverse backgrounds, including but not limited to, race, ethnicity, gender, nationality, sexual orientation, religion, language, ability and socioeconomic status. Work with staff to build and maintain an inclusive environment.

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- Excellent oral and written communication, strong organizational and interpersonal skills
- Strong analytical, research, problem-solving and evaluative thinking skills
- Strong interpersonal skills and the ability to work well with others
- Ability and willingness to cross-train and teach other basic financial/ budget principles

## EDUCATION, CERTIFICATION, AND LICENSES:

- Three years of general accounting experience with one year of the 3 years in full cycle payroll, reporting, and reconciliation or a combination of education and experience equivalent to 7 years of experience in general accounting and payroll.
- Bachelor's Degree in Accounting, Finance, General Business a plus but not required.

## Compensation and Benefits

Salary range is \$60,000 - \$65,000/year and includes some of the following benefits: employer-paid health insurance; a 403(b) retirement plan; paid vacation; holidays; personal and sick days; season tickets to TheatreWorks; friends and family discounts; and a creative, energetic environment. TheatreWorks is an equal opportunity employer committed to a diverse workforce.

## Location

Hybrid and Flexible. Would prefer candidates who can work onsite three times a week.

## Regular Hours:

Variable depending on the performance cycle; evenings, weekends, and holidays, as needed.

## Reports to

Director of Finance

## Applications and Inquiries

Please send a resume and cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, addressed to **Jessica Horton** at [search@theatreworks.org](mailto:search@theatreworks.org)

**TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.**