CONTROLLER

The Performing Arts Center of Los Angeles County ("PACLAC") dba The Music Center ("TMC") is a nonprofit corporation that convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. PACLAC has two divisions: TMC Arts and TMC Operations ("TMC Ops"). TMC Arts, The Music Center’s programming engine, provides year-round programming inside The Music Center’s four theatres, on its newly renovated Jerry Moss Plaza, outside at Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Glorya Kaufman Presents Dance at The Music Center, free and low-cost public concerts, and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Philharmonic. For the fiscal year ending June 30, 2020, PACLAC recognized approximately $60 million in Earned Revenue and Public Support and had approximately $55 million in Net Assets.

For more information, visit Music Center | TMC Offstage Follow The Music Center on Facebook, Instagram, and Twitter @MusicCenterLA.

The Music Center’s Finance Department has an opportunity for the role of Controller.

Reporting to the Senior Vice President, Finance CFO the Controller manages and administers the Company’s general accounting, contribution accounting, accounts payable, accounts receivable, and payroll operations including the timely and accurate recording of all transactions, establishing policy and procedures and monitoring compliance, providing internal and external financial statements, ensuring compliance with all external financial and tax reporting requirements, and servicing all management and user needs for financial data. In conjunction with HR, oversees retirement plan administration.

In addition, the Controller assumes full responsibility for the supervision of seven accounting staff engaged in general accounting, contribution accounting, accounts receivable, accounts payable, payroll, and budget analysis. Maintains frequent contact with senior management and other Music Center and Resident Company staff, external auditors, outside vendors and contractors. With the CFO attends the Board Audit and Finance Committees, and the Retirement Plan Administration Committee.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Develops, documents, and implements Company’s accounting policies, procedures and systems. Develops accounting controls and ensures the maintenance of accurate records of the Company’s financial transactions. Directs Company’s Accounting Department and ensures the effective selection, assignment, training and evaluation of accounting, payroll, and financial systems staff.

- Directs internal and external financial reporting, investment accounting, tax research and annual Form 990 preparation. Oversees preparation and filing of payroll taxes, W-2s, source income reporting (1099s and 1042s), sales tax and other state, local and federal filings pursuant to regulatory requirements.
• Establishes Company financial and accounting policies and procedures and ensures compliance; monitors and audits Company-wide activity to determine adherence to policies; prepares and updates policies and procedures in the Company Accounting Policies and Procedures Manual.

• Safeguards Company assets through the establishment and maintenance of internal accounting controls; monitors compliance with internal controls through review and audit procedures.

• Manages the relationship with external auditors and tax accountants including scheduling and timely completion of audits and the Form 990, apprising audit and tax staff of significant issues requiring their consideration, and adherence to budget.

• Controls three separate annual audits: financial and internal controls, 401(k), and frozen defined benefit pension plan.

• Coordinates data collection Company-wide and prepares financial reports for a variety of grant applications on an as-needed basis.

• Ascertainsthe need for and oversees the development, maintenance, upgrading and implementation of financial systems to support Company operations.

QUALIFICATIONS AND REQUIREMENTS:

• CPA required.
• Experience as an Audit Manager in a CPA firm highly desired.
• Or, 5-10 years of experience in accounting with significant management experience in an organization of similar size and complexity, including extensive experience in overseeing financial reporting, tax, accounts payable, and budget operations; non-profit experience required.
• Excellent analytical and research skills, solid written and verbal communication skills.
• Excellent administrative and organizational skills
• Strong interpersonal skills to effectively interact with a wide variety of people at all levels both internal and external to the organization.
• In-depth understanding of financial information systems.

PLEASE NOTE: Currently the position is working in a hybrid schedule remotely and in office as needed.

VACCINATION POLICY
The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center’s Human Resources Department for a copy of the vaccination policy.

SALARY RANGE: is commensurate with experience this is a fulltime exempt; compensation package includes health and welfare benefits, paid vacation, and sick days, 401(k) plan with employer contribution.

HOW TO APPLY:
To be fully considered for this great opportunity please send your cover letter and resume to: financeresumes@musiccenter.org Incomplete submissions will not be considered.