



FINANCE ASSISTANT

Lincoln Center Theater (LCT), one of New York's leading not-for-profit theaters now in its 37th year, is seeking a Finance Assistant.

Lincoln Center Theater has produced over 200 plays and musicals at the Vivian Beaumont, Mitzi E. Newhouse, and Claire Tow Theaters at Lincoln Center and other theaters on and off-Broadway, as well as touring productions nationally and around the world. LCT is committed to developing and producing new works and classics with an emphasis on the work of new and emerging playwrights, directors, and designers. LCT's education program, Open Stages, reaches thousands of public-school students annually with curriculum-related projects, teaching artist support, and tickets to LCT productions.

LCT is committed to increased diversity, equity, inclusion, and access in all areas of its structure and operations as attention to these goals makes it stronger and helps better serve the artists, staff, crew, audience, and community at large.

The Finance Assistant is responsible for providing administrative and finance support to the Controller and Director of Finance as a member of the three-person Finance Department.

PRIMARY RESPONSIBILITIES

- Provide clerical and filing assistance and support
- Assist staff with general finance-related inquiries, including managing petty cash
- Manage, process and distribute weekly payroll involving all departments
- Process hiring paperwork
- Process and deposit all incoming checks and cash receipts, including classification and data entry
- Manage and respond to all unemployment claims
- Annual organization, distribution and mailing of W2s and 1099s
- Daily data entry and management of data in Microsoft Access and Microsoft Excel
- Other Finance Department projects and functions as assigned

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POSITION REQUIREMENTS AND EXPERIENCE

- Minimum of a Bachelor's degree or equivalent
- Minimum of one year's experience in office management or administrative assistance (experience in finance-related work a plus)
- Strong computing skills including Excel and Outlook
- Excellent organizational skills, extremely detail oriented
- Excellent mathematical, verbal and written communications skills

COMPENSATION

This is a full-time, exempt position with benefits, at a minimum annual salary of \$60,000. Benefits include group health, dental, and vision plans, as well as the opportunity to participate in flexible spending, commuter and 403(b) plans.

HOW TO APPLY

Lincoln Center Theater is an Equal Opportunity Employer and ensures equal employment opportunity without discrimination or harassment on the basis of race, creed, color, national origin, sex, age, religion, disability, marital or civil partnership/union status, familial or caregiver status, alienage or citizenship status, sexual orientation, gender identity or expression, pregnancy, military or veteran status, genetic information, predisposition, or carrier status, unemployment status, domestic violence, sexual violence, or stalking victim status, or any other characteristic protected by federal, state, or local law.

We encourage all qualified individuals to apply. For consideration, please submit your resume, cover letter, and references to jobs@lct.org. Please enter "Finance Assistant" in the subject line. No phone calls please.

For more information about Lincoln Center Theater, please visit www.lct.org.