

321 Theatrical Management – Finance Assistant Position

321 Theatrical Management, a commercial Broadway and Touring General Management company, is seeking candidates to join our team in the position of **Finance Assistant**. The Finance Assistant is responsible for all transactional aspects in the finance/bookkeeping department while reporting to and working collaboratively with the Finance Manager, Company Managers, and General Managers. The primary focus of this position is data entry and compliance in the areas of payroll, banking, audit, and financial reporting.

Regular duties of this position consist of:

- Weekly entries into QuickBooks software including payroll, settlements and accruals
- Review Paid Bills for audit compliance
- Monthly bank reconciliations in QuickBooks
- Processing check requests and invoices for developmental projects and closed shows
- Processing payrolls for developmental projects
- Review and oversee mailing of weekly royalty payments & remittance reports
- Enter weekly advertising & marketing invoices into QuickBooks
- Calculating quarterly Workers Comp payroll calculations for payments
- Reviewing and approving Unemployment notices for development & closed shows
- Periodic review of Balance Sheet for outstanding receivables and payables
- Process union benefit payments on behalf of certain companies
- Assist with processing of investor distributions for all shows
- Banking activity including funding of payroll account, uploading of positive pay checks and review of bank check exceptions.
- Enter all external wire transfers for approval and process internal funding transfers
- Assist Finance Manager in audit process including preliminary financial close and scheduling of fieldwork
- Assist Finance Manager with year-end payroll tax forms (W-2s and 1099s)
- Assist Finance Manager with quarterly reporting
- Oversee proper handling of all payroll tax notices and troubleshooting payroll tax issues
- Oversee year-end state tax reporting from venues, payments of quarterly tax estimates and income tax notices
- Complete Disability & Paid Family Leave quarterly invoices for shows with active employees

This is a full-time position. Previous QuickBooks experience is preferred. Salary range is \$40K-\$50K and commensurate with experience. Benefits package includes medical, dental, vacation and 401(k). To apply please send cover letter, resume and three references as soon as possible to resumes@321mgt.com. In the subject line of your e-mail, please include the following information: **“Finance Assistant Application – Your First and Last Name.”**

No phone calls please. 321 Theatrical Management is an equal opportunity employer.