

CITY THEATRICAL

NEW YORK • LONDON

Job Description

Posted: April 11, 2023

Title: Finance Manager
Reports to: CFO

Department: Finance

City Theatrical has been inventing and manufacturing award-winning, industry leading products and technology for over 37 years. Even if you have never heard of City Theatrical, chances are you have seen our industry trusted products bring to life productions like:

Broadway: *MJ The Musical, Moulin Rouge! The Musical, Hamilton, The Phantom of the Opera, The Lion King*, among [many others](#).

Tours: Carrie Underwood's [The Denim & Rhinestones Tour](#), Madonna's MDNA Tour, America's Got Talent (AGT), U2's 360 Tour, Taylor Swift's Red Tour, and more.

Broadcast Television studios: [CBS Studio](#) for *Evening News with Norah O'Donnell*, [ESPN Studio Y](#) for *SportsCenter*, NBC's *The Tonight Show, Saturday Night Live*, and *Late Night with Seth Meyers*, MSNBC News, Fox News, NBC Sports, and more.

TV and Film Industry Projects: [The Unicorn](#), Netflix Film [End of the Road](#), [Stranger Things](#) Season 4, *The Gilded Age, The Marvelous Mrs. Maisel*, and more.

City Theatrical's dedication to be the best in the industry exemplifies the company's culture and motto: We invent, manufacture, and customize unique lighting accessories and technology.

The **Finance Manager** will work closely with the Chief Financial Officer to ensure the financial stability of City Theatrical, Inc. and all its subsidiary companies is maintained by the operation and control of all finance functions, including production of periodic financial reports, maintenance of the system of accounting records, and a comprehensive set of controls designed to mitigate risk, lower costs, improve profitability, and enhance the accuracy of the company's reported financial results.

Responsibilities:

The key duties of the Finance Manager will include but will not be limited to:

- Business Partner the CFO with regards to managing company financial planning and budget management functions.
- Completing an internal audit on the organization's current financial process and identify improvements and solutions to current issues.
- Manage debt financing and debt service payments with external agencies.
- Assist in the preparation of the official annual financial statements.
- Assist in the preparation of monthly financial statements, reports, and financial forecasts.
- Ensure compliance with local, foreign, state, and federal budgetary reporting requirements.

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- Assist short- and long-range Finance Departmental goals, objectives, policies, and operating procedures.
- Oversee financial management of foreign operations.
- Finance Department, in-charge in absence of CFO.
- Accounts Receivable, Collection, Accounts Payable, Payroll, Audits, ERP system, Bank Reconciliation
- HR Administrator, 401K, Workers Compensation, Short-term Disability, Health and other Insurance.
- States Sales & Use Tax and UK VAT filing.

Additional Responsibilities:

Other duties as assigned. Completes special projects and requests in a timely and positive fashion.*

*Additional responsibilities job description is available upon request.

Skills, Knowledge, & Abilities:

- Must have a solid 5+ years background with a manufacturing environment with sound working knowledge of costing and inventory controls.
- Must have 5+ years of experience in ERP Accounting system.
- Knowledge of City Theatrical's products, company policies and procedures.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Working knowledge of short- and long-term budgeting and forecasting, and product-line profitability analysis.
- Professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
- Strong attention to detail and demonstrated organizational skills.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality at all levels.
- Strong problem solving and creative thinking skills.
- Proficiency with Microsoft Office Products and other City Theatrical accounting software
- Willingness to work extra hours or weekends if needed.

Education and Experience:

Bachelor's degree in Accounting, Finance or business administration, or equivalent business experience and 10+ years of progressively responsible accounting and finance experience.

Compensation Includes: Vacation Days, Sick Days, Holidays, Profit Sharing, 401K Match, Medical, Dental & Vision Group Insurance Plans.

To apply, send your cover letter and resume to: info@citytheatrical.com

Connect with City Theatrical!



<https://www.citytheatrical.com>