

WESTPORT COUNTRY PLAYHOUSE

Business Associate

Status: Full Time / Regular / Exempt

Reports to: Director of Finance

Salary: \$45,000 + benefits

THE POSITION

The **Business Associate (BA)** will support the financial management and daily administrative operations of Westport Country Playhouse. The BA will report directly to the Director of Finance and will be responsible for the day-to-day administration of the theater's Accounts Payable and Receivable, Payroll processing, office supply ordering, and will serve as an important representative of the theater by receiving visitors and callers. The BA will work closely with all members of the staff to implement WCP's policies in support of its mission and values.

ESSENTIAL FUNCTIONS

- Prepares weekly payroll, prepares payroll tax filings and drafts payroll tax checks and distributes 1099s. Maintains schedule of required payroll deductions for each employee and drafts related disbursements.
- Welcomes new staff with new hire paperwork (W-4, I-9, benefits, etc...).
- Maintains personnel database on WCP's HRIS, QuickBooks Online. Including tracking employees' leave time.
- Updates and maintains the employee handbook.
- With DOF, manages Playhouse benefits program including enrolling new employees to programs (including but not limited to health/dental insurance, life and disability insurance, workers compensation, retirement savings plan).
- Prepare invoices and follow up on outstanding invoices as necessary.
- Record earned income, including credit card and web sales.
- Assist Director of Finance in implementation of all proper cash handling procedures throughout the theater.
- Deposit all cash and check payments and contributions received.
- Process all payables and liaise with vendors as necessary.
- Process all ACH and check requests and print checks.
- Process all payments to artists' unions and representatives, including union fees, union-administered benefits, and agent fees.
- Performs credit card reconciliations.

- Support the DOF with the annual audit by pulling the prior year's financial statements upon request.
- Maintain inventory of all office supplies, including stationery, paper, ink and toner, and other miscellaneous supplies.
- Order business cards and nametags when needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in QuickBooks Online, Excel, and MS Office
- Experience with Tessitura a plus
- Excellent written and verbal communication skills
- Knowledge of CT labor laws a plus
- Ability to keep information confidential
- Strong interpersonal skills
- Strong organizational skills
- Well-disciplined, flexible and adaptable
- Exceptional attention to detail and commitment to follow-through
- Willingness to learn HRIS systems

ABOUT WESTPORT COUNTRY PLAYHOUSE

The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

We have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant training in antiracist practice, bystander intervention, and social justice. Playhouse staff must be committed to building an antiracist culture.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer.

For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

How to Apply

- Send cover letter and resume to resume@westportplayhouse.org with subject line:

Business Associate

- Or mail to:

Business Associate Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880

- No phone calls or drop-in visits, please.