



Controller (Part-Time, Year-Round)

Hudson Valley Shakespeare (HVS) is a professional nonprofit theater company that presents a rotating repertory season of Shakespeare, contemporary plays, and musicals in an open-air theater from June through September. Located in **Garrison, New York**, in the heart of the Hudson Valley, our spectacular 98-acre campus is a vibrant community hub, a cultural and educational anchor for the region, and a national model for environmental sustainability in the performing arts. In the summer of 2026, HVS will open its first permanent home: The Samuel H. Scripps Theater Center.

We are seeking a **Part-Time Controller to oversee core accounting operations, maintain accurate financial records, produce timely and meaningful financial reporting, and serve as a key partner to the Director of Finance.** This role is ideal for a collaborative, detail-oriented professional eager to build efficient and accurate systems during a period of organizational growth and transition. HVS is presently in the process of a **migration from QuickBooks to Sage Intacct**, and the Controller will play a key role in making this transition successful.

Responsibilities

Accounting Controls

- Maintain accounting control over operating and capital activity, ensuring proper general ledger coding of all income and expenses.
- Recommend and draft policies to improve efficiency and align processes among stakeholders.
- Oversee the monthly close process including monthly reconciliations of checking accounts, investment accounts and contribution pledges.
- Monitor cash reserves and investment funds.
- Oversee integration and sync-ing of data from third-party systems. Review imports and system reports prior to posting into the accounting system.
- Reconcile internal tracking with reports from capital project managers.
- Oversee CIP accounting and ensure timely year-end capitalization entries.
- Review Account Payable and other accounts for accuracy.
- Approve weekly payroll and ensure compliance with internal controls.

Financial Reporting & Analysis

- Produce monthly and quarterly financial reports, including Budget to Actuals, Year-over-Year analyses, Balance Sheet, Cash Flow, Capital P&L, and key performance indicators.
- Prepare financial reports required by public and private funders in collaboration with the Development Director.

Budget and Forecasting

- Support the Director of Finance in preparing the annual operating budget and forecasts.
- Monitor financial performance against budget and identify areas of concern.
- Assist in preparation and monitoring of the multi-year capital budget.



Accounts Receivable

- Oversee reporting of daily cash and credit card sales, tips payable, and sales tax for concessions.
- Reconcile shared services expenses across Operating, Capital and the for-profit Hospitality business.
- Ensure timely entry and reconciliation of daily sales to bank statements.

Audit and Compliance

- Oversee annual audit and Form 990 preparation for HVS and Hospitality unit.
- Prepare and deliver audit schedules and supporting documentation.
- Maintain a positive and responsive relationship with auditors.
- Manage workers' compensation and general liability insurance audits.
- Oversee insurance procurement and policy renewals.

Leadership

- Review the work product of, and mentor the Staff Accountant.
- Serve as a go-to institutional resource for financial processes and systems. Provide guidance to department heads.
- Build strong, collaborative relationships across the organization.
- Continually review, refine, and document financial policies and procedures.

Organizational Culture & Values

Support HVS's culture grounded in **Excellence, Inclusion, Generosity, Playfulness, and Sustainability**.

Qualifications and Experience

- Experience with Sage Intacct strongly preferred.
- Undergraduate degree in Accounting or equivalent coursework.
- At least 3 years in a nonprofit Controller role (performing arts sector a plus).
- Demonstrated expertise in nonprofit financial accounting and reporting.
- Strong analytical, organizational, and problem-solving skills.
- Proficiency with QuickBooks and Bill.com.

Terms & Compensation

- **Start Date:** January 2026
- **Salary Range:** \$40-45 hourly, commensurate with experience.
- **Schedule:** 20 hours per week (Mon–Thu, 9:00am–2:00pm) on-site with the option for two remote days per month, except during periods requiring on-site presence.
- **Paid Time Off:** Vacation, holidays, and sick leave.

To Apply

Please send a resume and brief cover letter (PDF format) to jobs@hvshakespeare.org with the subject line: **Part-time Controller: [Your Name]**.

No phone calls, please.

Application Deadline: January 31, 2026.