



## Controller (20 hours/week, Accounting Oversight Focus)

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.

The **Part-Time Controller** is responsible for **ensuring the accuracy and integrity of Hudson Valley Shakespeare's financial records**. This role oversees monthly close, reviews the work of the Staff Accountant, ensures **compliance with nonprofit GAAP and grant requirements**, and supports a successful transition to Sage Intacct.

The Controller reports directly to the Director of Finance. This role focuses on accounting oversight and compliance and does not include fundraising, HR, or executive-level financial strategy responsibilities.

### Responsibilities

#### Financial Oversight & Compliance

- Review and approve monthly close prepared by Staff Accountant
- Ensure compliance with nonprofit GAAP and grant/funder requirements
- Review reconciliations (cash, investments, pledges, restricted funds)
- Oversee proper classification of operating vs. capital activity
- Review payroll and AP for internal control compliance
- Support ongoing refinement of financial policies and internal controls.

#### Financial Reporting

- Produce and review monthly financial statements (BvA, Balance Sheet, Cash Flow)
- Prepare grant and funder financial reports
- Support audit and Form 990 preparation
- Provide accounting support for insurance audits and capital project reporting, in coordination with the Director of Finance

#### Systems & Sage Intacct Migration

- Lead accounting-side transition from QuickBooks to Sage Intacct
- Assure accuracy of data feeds and system integrity



## Qualifications and Experience

- At least 3 years in a nonprofit Controller role (performing arts sector a plus)
- Demonstrated expertise in nonprofit financial accounting and reporting
- Direct experience with **Sage Intacct** or another multi-entity cloud ERP strongly preferred
- Experience with government grant compliance reporting

## Terms & Compensation

- **Start Date:** March 2026
- **Salary Range:** \$40-45 hourly, commensurate with experience.
- **Schedule:** 20 hours per week (Mon–Thu, 9:00am–2:00pm, or equivalent) 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

## Organizational Culture & Values

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

## To Apply

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

No phone calls, please.

**Application Deadline:** March 15, 2026.