

Controller
Job Description

*The Berkeley Music Group (BMG) was founded in 2012 as a 501 c3 non-profit organization. We operate The UC Theatre as a community-minded multi-tiered **independent live music venue with culturally diverse music programming featuring Local, National, & International Touring Artists**, as well as transformative workforce development programs removing the barriers of entry/ advancement for young adults from marginalized communities. We are sustained annually by concert ticket sales & ancillary earned revenues, and contributed revenue donations and grants from our generous donors, foundations, and local & state government grantors.*

The UC Theatre's Concert Career Pathways workforce development program (CCPWDP) is a comprehensive workforce development training program designed to remove barriers to entry and provide to provide participants from marginalized communities with industry-relevant training, work-based learning experiences, and career placement support in the live music, performing arts, and nonprofit sectors. From training to job placement, we collaborate with Industry professionals who not only to teach/train/mentor the nuanced skills for a successful career, but also participate in our Profession Partner Network to drive job placement. We teach/train/mentor young people ages 17 to 25 in a nine-month hands-on, visual learning, tactile experiential workforce development program develops critical and creative thinking and career skills necessary to lead/ succeed in today's workplace.

Job details and requirements

Job Title: Controller

Reports To: CEO and Founder

Location: Berkeley, CA (Hybrid)

Employment Type: Full-time, Salary or Contract

The Controller is responsible for managing and performing all financial activities of the BMG while supervising the Accounts Payable/Bookkeeper. The activities include QuickBooks General Ledger records, Accounts Payable, Accounts Receivable, cash forecasting, bank reconciliations and preparing reports for management.

Duties & Responsibilities may include:

- Maintain & update all Company Financial Transactions in QuickBooks
- Maintain and update General Ledger Accounts as needed

- Prepare and issue financial statements on a monthly basis.
 - Prepare cash forecasts on a monthly basis.
 - Prepare special reports as requested.
 - Tag and monitor fixed assets
- Reconcile all bank accounts and all receivables to associated revenue streams
- Pay supplier invoices in a timely manner
- Take all reasonable discounts on supplier invoices
- Pay any debt as it comes due for payment
- Issue invoices to customers
- Collect sales taxes from customers and remit them to the government
 - Pay non-resident withholding taxes when due.
- Ensure that receivables are collected promptly
- Track and Record all restricted and unrestricted Donations and Grants
- Record cash receipts and make bank deposits
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Coordinate annual audits with the outside CPA on an annual basis.
- Maintain an orderly accounting filing system
- Comply with local, state, and federal government reporting requirements
- Reconcile all payroll accounts

Required Qualifications:

Applicants must possess the following

- Associate's degree in accounting or business administration(or equivalent business experience)
- Minimum 3 years' experience in QuickBooks and nonprofit accounting
- Experience in performing arts, music venue, or food & beverage accounting preferred
- Advanced proficiency in Excel and/or Google Sheets

Compensation: \$80,000 - \$90,000/ year.

Hiring Practices:

Berkeley Music Group recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. BMG may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, internet



recruiting, job fairs, college recruiting, and search firms. This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

Equal Employment Opportunity:

The UC Theatre strongly supports equal employment opportunity for all applicants regardless of race, sex, religion, creed, national origin, age, disability, sexual orientation or any other legally protected classification.

To apply for this position, **email resume and cover letter to jobs@theuctheatre.org and dmm@theuctheatre.org**. Include your name and position title ("Controller") in the subject line of the email. Applications will be accepted on a rolling basis until the position is filled. No phone calls, please.