

Accounts Payable Manager Position Profile

Laguna Playhouse, a nationally acclaimed, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Accounts Payable Manager. Reporting to the Controller, the position will be responsible for assisting with all finance, accounting and reporting activities and will also assist the General Manager with employee benefits and HR administration.

Responsibilities Include:

- Directly responsible for full cycle of A/P and cash receipts
- This includes check runs, bank deposits, ACH payments
- Also assists the General Manager with employee benefits and HR Administration
- Reconcile expense reports and corporate card statements
- Order office supplies for the various departments
- Responsible for posting journal entries, deposits, expenditures and all other necessary accounting activity on a daily basis to achieve timely and accurate preparation
- Organize and maintain an efficient filing system to insure easy and timely access to accounting information

Qualifications and Attributes –

- Ability to work in a fast paced environment
- Experience with Sage100-Mas90 or similar accounting software
- ADP Payroll processing knowledge a plus
- Must have experience with accounting principles/US GAAP
- 5-7 years of related accounting experience
- Ability to manage deadlines and accurately process data under time limited restraints
- Proficient in Microsoft Office, specifically Microsoft Excel
- Excellent written and verbal communication skills
- Strong analytical and problem-solving skills
- Strong interpersonal skills for interacting with staff, vendors, and upper management
- Excellent planning and organizational skills to balance and prioritize work

A complete application includes a cover letter detailing your interest, a resume, and salary history. Please email your application to Irene Samadoff: isamadoff@lagunaplayhouse.com.

Please use the following subject line: Accounts Payable Manager, Laguna Playhouse <Last name, First name>