

Finance Associate

Job Type: Part Time

Job Department: Administration

Reports to: General Manager

About Chicago Children's Theatre

Since its launch in 2005, Chicago Children's Theatre has cemented its reputation as the city's largest professional theatre company devoted exclusively to children and families. The company evolved out of Chicago's need for high-quality, professional year-round children's programming to match the quality, & significance of theatrical powerhouses such as Steppenwolf Theatre Company, Goodman Theatre, & Lookingglass Theatre. Likewise, CCT has always believed children should be treated as the sophisticated audiences that they are, showcasing high-profile & award-winning talent, inventive production values & compelling stories that challenge, educate & entertain.

Summary of Position

Chicago Children's Theatre has an immediate opening for a talented, passionate, committed **Finance Associate**. This core staff member provides high-level administrative support and assistance to CCT's General Manager.

This is an excellent early-career opportunity to work collaboratively and creatively throughout several aspects of our progressive & visionary non-profit arts organization.

Essential Functions

- Perform general administrative duties, including but not limited to Accounts Receivable, Accounts Payable, and payroll processing.
- File and retrieve documents and reference materials.
- Conduct research, assemble and analyze data to prepare reports and documents.
- Coordinate project-based work.
- Review operating practices and implement improvements where necessary.
- Other related functions and duties as assigned.

Minimum Qualifications:

- 1-3 years of work experience in an office setting.
- Working knowledge of Quickbooks Online preferred.
- Pursuing or in possession of a Bachelor's degree in an Accounting and/or Finance-related field preferred.
- Must have proficient computer skills and in-depth knowledge of relevant software including MS Office Suite.
- Must possess knowledge of standard office administrative practices and procedures.
- Must have excellent organizational and planning skills.
- Must be strong in written and verbal communication.
- Must have good time management and ability prioritize tasks.
- Must be able to maintain confidentiality and have great attention to detail.
- Self-motivated, hardworking and results-oriented.
- Ability to function independently.
- An abundant curiosity to learn & a willingness to assist.
- A sense of humor!



Compensation & Hours:

Hourly rate commensurate with experience. Flexible scheduling subject to mutual agreement.

To Apply:

Please send a cover letter (emphasizing any previous finance &/or non-profit experience), resume, & hourly rate requirements to jobs@chicagochildrenstheatre.org.

No calls please. The position is immediately available for hire.

Chicago Children's Theatre is committed to recruiting & fostering a diverse community of staff. Women and traditionally underrepresented populations are encouraged to apply. AA/EOE

Chicago Children's Theatre is strongly committed to the principle of diversity & providing an equal employment opportunity in all terms and conditions of employment. All employment decisions are based on business needs, job requirements, & individual qualifications, without regard to race, color, religion, sex, gender identity, national origin, disability, age (40 & over), genetic information, or any other characteristic protected by federal, state, or local law.