

## FINANCE DIRECTOR

**Position:** Finance Director  
**Reports To:** President + CEO  
**Department:** Administration  
**FLSA Status:** Full Time, Exempt

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### ABOUT KARAMU HOUSE

In 1915, Oberlin College graduates Russell and Rowena Jelliffe opened the Playhouse Settlement in a Cleveland area called The Roaring Third. The Jelliffes wanted to build an environment where people of different races, religions, and social and economic backgrounds could come together to seek and share common ventures through the arts. Karamu House was established as a gathering place for racially-diverse members of the surrounding community at that time. As the community became predominantly African American, Karamu responded with programs geared to their needs and interests.

Today, Karamu is evolving to be reborn as a beating heart for the entire community, regardless of race, ethnicity, sexual orientation, gender identification, or age, as it embarks on its second 100 years, retaining its historical identity as “a place of joyful gathering.” Core programs include a five-performance, socially-relevant and professional quality theatre season; arts education in drama/theatre, music and dance for all ages; and community programming, such as a lecture series, and spoken word and music performances, that invites participation and engagement, reflection, and a re-commitment to cultural values.

**FINANCE DIRECTOR** | The Karamu House Theatre (Cleveland, Ohio) seeks a full-time Finance Director responsible for the efforts, results, and success of Karamu’s finance department. The Finance Director provides financial advice and support to help senior executives make key decisions. The successful candidate will be responsible for budgeting, forecasting, account reconciliation and profit and loss reporting. The Director of Finance will oversee all accounting activities related to income auditing, accounts payable processing, accounts receivable collection, tax compliance and payroll.

### PRIMARY RESPONSIBILITIES FOR THE ROLE INCLUDE:

- Oversee, review, and adhere to the budgets for each business department
- Assist in company-wide budgetary planning
- Ensure that all of the company’s financial practices are in line with statutory regulations and legislation
- Manage cash from any outside grants or funding
- Analyze the financial climate and market trends to assist senior executives in creating strategic plans for the future
- Interpret complex financial information and provide updates and information as needed

- Monitor cash flow, accounts, and other financial transactions
- Supervise financial assistants and other employees in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc.
- Prepare official reports on a monthly and annual basis
- Seek out methods and practices to minimize financial risk
- Contract auditing services to ensure financial monitoring is up-to-date
- Create and maintain relationships with service providers and contractors, including banking institutions and accountants
- Update and implement financial policies and procedures
- Maintain a policy manual for the finance department
- Work with human resources employees to secure candidates who will be assets to the finance department
- Establish and implement a training program for new finance employees
- Other related duties as necessary

**SUCCESS IN THIS POSITION REQUIRES:**

- Ability to accomplish priority tasks and remain flexible with rapidly changing needs
- Strong ability to maintain effective working relationships with representatives of various groups, vendors, co-workers, and others
- Perform occasional irregular working hours

**QUALIFICATIONS**

The successful candidate will possess the following:

- Minimum of bachelor's degree in business management, finance, accounting, or related field
- Master's degree and/or CPA preferred
- 5+ years experience in a senior finance position
- Proficiency in Microsoft Suite and other business software
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis
- Strong interpersonal skills with the propensity to successfully foster new and maintain long-standing business relationships
- Excellent communication skills, both orally and written; skilled in the art of negotiation
- Ability to multitask, prioritize and delegate responsibilities in an effective and efficient manner
- Outstanding integrity, solid moral judgment, and the ability to make important decisions under pressure
- Expert problem solver, analytical thinker, and decision maker
- Possess strong leadership skills and business acumen

**COMPENSATION**

Compensation will be commensurate with experience and competitive with similar positions throughout the region. Benefits include medical and paid time off.

**TO APPLY**

Applicants for the position should send resumes, cover letter and salary requirements to:

ATTN: Aseelah Shareef

Karamu House

2355 E. 89<sup>th</sup> Street

Cleveland, OH 44106

Email: [AShareef@karamuhouse.org](mailto:AShareef@karamuhouse.org)

NO TELEPHONE CALLS.