STAGES

Position: Finance and Administration Manager

Reports to: Finance and Administration Director
Direct Reports: Finance and Administration Associate
Indirect Reports: None
Status: Full-time, Exempt
Compensation and Benefits: Starting at $75,000/annually, Paid Time Off, Paid Holidays/Days of Celebration, Matched Retirement Plan, Disability and Life insurance, Health, Dental, and Vision Insurance

The **Finance and Administration Manager** will carry out the responsibilities handling the financial operations and daily financial transactions of Stages. This position uses QuickBooks accounting software to perform most aspects of the accounting function in a timely manner.

About you

You enjoy bringing order to complexity. Whether you're reconciling accounts, building a forecast, or helping someone understand a budget, you take pride in producing accurate work and finding practical solutions. You're detail-oriented without losing sight of the organization's broader goals, and you enjoy partnering with colleagues to help them make informed financial decisions. You know that great finance isn't just about balancing the books, it's about helping an organization make smart decisions.

What you'll do at Stages

Finance:

- Support the Finance Director with strategic financial analysis and recommendations by evaluating revenue opportunities, analyzing expense trends, identifying operational efficiencies and cost-saving opportunities, and supporting the organization's overall financial health
- Assist with annual budgeting, financial forecasting, variance analysis, and long-range financial planning
- Track and analyze ROI for performances and other key operational and fundraising activities
- Analyze historical revenue and expense trends to support forecasting, budgeting, and strategic financial decision-making
- Prepare revenue and expense forecasts for parking, concessions, rentals, and other earned revenue activities
- Support cash flow planning and financial decision-making by partnering with department leaders to monitor revenue, expenses, and budget performance

Accounting

- Maintain general ledger QuickBooks
- Perform routine review of general ledger and agings for monthly close
- Produce monthly financial statements
- Reconcile bank accounts and ledgers of all financial accounts to ensure financial security
- Reconcile monthly reports to ticketing software (primarily ticket sales accounts receivable and contributions) and work with other departments (particularly Development and Patron Services) when discrepancies arise

- Prepare financial reporting materials for donors/grant writers and development department as requested
- Work closely with Database Manager to pull data from Stages CRM (Spektrix/Tessitura) as well as become a proficient user of Spektrix/Tessitura
- Be familiar with all aspects of weekly payroll processing and serve as backup
- Prepare 1099 annual filing
- Assist with annual audit in all aspects
- Assist in preparing annual Tax Form 990 and supporting schedules
- Assist in research with discrepancies in credit card sales and chargebacks
- Prepare/assist various reports including Data Arts Survey and US Census Bureau reports
- Communicate to the Finance Director any issues related to the financial health of Stages
- Understand and abide by internal control procedures of Stages

Administration

- Assist in compilation of Finance Committee and Board meetings for each meeting
- Access to process wires and ACH transactions
- Oversee credit card transactions on a monthly basis; ensure timely approvals
- Support with external relationships including but not limited to banking, insurance and retirement program administration
- Maintain financial files per archival policy in an organized manner to ensure institutional capacity
- Special projects and other duties, as assigned
- Responsibilities may be amended as needed to meet the organization's goals and objectives

To excel in this job, you'll need

- Bachelor's degree in Accounting
- Four+ years experience in Accounting; familiarity with not-for-profit accounting concepts
- Strong computer skills required and strong working knowledge of Google Suite
- Working knowledge of QuickBooks accounting software
- Excellent communication, organization, analytical and problem solving skills
- Detailed oriented and deadline driven is a must
- Proven ability to work effectively in a team environment with associates
- Capable of effective planning and priority setting
- Ability to manage several complex projects simultaneously while working under pressure to meet deadlines
- Personal integrity and ethical standards
- Ability to maintain confidential information
- Maturity, diplomacy, calm under pressure
- Experience juggling concurrent deadlines while maintaining quality
- Resourcefulness and good judgment

This is important

Stages is committed to advancing equity, diversity and inclusion. We are committed to creating and maintaining a safe creative environment for staff, artists and our community. We know that through discussion and expression we can continue to promote change in a positive direction. We believe that diversity on and off stage is important. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. It is our intent to provide equal opportunities to all who may apply. We welcome every race, color, religion, sex, sexual orientation, national origin, age, genetic makeup, gender identity or expression, disability, veteran status and thinking style.

July 2026

Our hiring process

First, send us some information about yourself—please include an introduction to help us understand who you are and why you're right for this position (eg: cover letter, email, personal statement, video) as well as anything you think might be helpful to understand your background, experience, and skills. This could include a resume, event materials, writing or other work samples, personal website, LinkedIn profile, etc.

Human Resources
Stages
800 Rosine St.
Houston, Texas 77019
humanresources@stageshouston.com

If we think you might be a good fit, we'll contact you to schedule an introductory interview. This conversation will help us learn about you, share more about the job and Stages, and answer your initial questions. From there, we may also invite you to talk with other staff members from positions across the organization so that you have an opportunity to explore Stages' culture and work environment, and we can get a sense of what you'll bring to the team.