

PRODUCTION ACCOUNTANT

TROIKA Entertainment is currently seeking an experienced, detail orientated, and imaginative individual for the position of Production Accountant with 2+ plus years of experience in accounting or finance. Theatrical accounting experience would be a plus. As an instrumental member of the Troika team, the Production Accountant will be responsible for the day-to-day finances of the TROIKA productions and for producing weekly financial operating reports. They will play a key role in posting the weekly box office settlements, tour payrolls and accruals. Additional responsibilities include completing monthly balance sheet and bank reconciliations, researching and communicating on tax issues, and ensuring royalty and investor capital calculations are correct. This position will work with the Director of Finance to ensure all systems and processes are working in support of multiple tours on an continued basis.

Principal Responsibilities:

- Production of weekly financial reports for assigned touring productions, ensuring that the reported results comply with generally accepted accounting principles.
- Work with General Management department to ensure weekly payroll is posted.
- Work with Company Managers to invoice and post weekly settlements. Verify revenue overages and presenter expenses are correctly calculated.
- Complete monthly balance sheet and bank reconciliations, researching and resolving any variances.
- Produce monthly production reports and review with GM and Production team, researching any questions and reclassing expenses as needed.
- Create and maintain weekly expense accruals, analyzing variances with the GM to make any adjustments during the life of the tour.
- Collaborate with accounts payable to manage invoices and payments.
- Work with Accounting Manager to reconcile and create annual 1099's.
- Provide support for tax preparer and auditors for tax and K-1 filings or on any financial audit.
- Work with Director of Finance on any special projects as needed.

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Requirements:

The ideal candidate will have a bachelor's degree in accounting or finance with prior accounting experience, a CPA is a plus. They must have strong analytical, problem solving and organizational skills and be flexible and collaborative. Strong people skills are needed with a demonstrated experience in managing multiple projects at once. The candidate must be proficient in Microsoft Office specifically excel, all forms of communication, and time management. They will be a team player and a strategic, curious and positive thinker. They will be able to maintain a professional outlook and demeanor while having fun at the office. A working knowledge of Sage Intacct and the Broadway touring theater industry is considered a plus.

SALARY

Competitive salary range of \$50K – \$60K per year, based on experience.

About TROIKA Entertainment

TROIKA Entertainment is a theatrical production company producing touring musical theatre productions throughout North America and internationally. We are based in Rockville, MD a suburb of Washington DC. The location of our corporate office provides the comfort of suburban living while being easily accessible to NYC by train. We offer a competitive compensation package commensurate with experience, which includes a comprehensive benefits package. For more information please visit our website at www.troika.com.

All applicants should send an updated resume and cover letter to:
careers@troika.com