



Staff Accountant (Full-Time)

Hudson Valley Shakespeare (HVS) is a professional nonprofit theater company that presents a rotating repertory season of Shakespeare, contemporary plays, and musicals in an open-air theater from June through September.

Located in **Garrison, New York** in the heart of the Hudson Valley, our spectacular 98-acre campus is a vibrant community hub, a cultural and educational anchor for the region, and a national model for environmental sustainability in the performing arts. In summer 2026, HVS will open its first permanent home: The Samuel H. Scripps Theater Center.

We are seeking a **full-time Staff Accountant** to support the day-to-day financial operations of our growing organization. This is seasonally **high-volume role** demanding accuracy and attention to detail. The Staff Accountant helps keep the Finance department running smoothly to ensure that artists, staff, and vendors are paid correctly and on time.

HVS is presently in the process of a migration from QuickBooks to Sage Intacct, and the Staff Accountant will play a key role in collaborating effectively to make this transition successful. This position is ideal for a collaborative accounting professional eager to **streamline workflows, find efficiencies**, and help **build smart, scalable systems**.

Responsibilities

- Process **accounts payable**, including capital project invoices and petty cash, with accuracy and timeliness.
- Prepare and process **weekly payroll**, including grant-related time tracking and reporting, union dues and overtime.
- Record **accounts receivable**, including ticket income, grants, donations, and pledges
- Track **fixed asset** purchases and project expenses related to our capital campaign.
- Support the **Controller** with documentation and preparation for monthly **bank reconciliations**.
- Maintain complete and well-organized financial records in accordance with audit and grant requirements.
- Follow and maintain HVS financial controls and best practices as indicated by GAAP and/or HVS Accounting Manual.
- Manage and process weekly Actor's Equity Association union liability payments (Health, P&W), Actor's Agent fees, vacation and 401k payouts, in collaboration with the Company Manager.
- Collaborate with the Director of Finance and Controller to document workflows and help implement **process improvements and automation**, particularly in A/P and reporting.
- Provide other finance-related support to staff as assigned by the Director of Finance.
- Support HVS in maintaining an organizational culture rooted in our core values of Excellence, Inclusion, Generosity, Playfulness, and Sustainability.



Qualifications and Experience

Candidate should have:

- **At least 5 years of experience** in a Staff Accountant, Bookkeeper or equivalent role
- Proficiency with **Sage Intacct** accounting software. Experience implementing this software is a plus
- Familiarity with **Bill.com**
- Comfort working in a **high-volume, deadline-driven** environment with weekly AP and payroll cycles
- Excellent communication skills and discretion with sensitive information
- Commitment to continuous learning

Preferred but not required:

- Experience working in a **nonprofit organization**, especially in the **performing arts**
- Relevant coursework in Accounting

Terms and Compensation

- **Start Date:** January 2026 or sooner
- **Salary Range:** \$65,000 – \$70,000 annually based on experience
- **Benefits:** Health insurance options, paid vacation, holidays, and sick leave
- **Schedule:** Full-time, 40 hours/week. This position is primarily in-person, operating in an office environment. Option to work remotely one day a week, except when on-site support is required.

To Apply

Please send your **resume and a brief cover letter in PDF format** to jobs@hvshakespeare.org with the subject:

Staff Accountant: [Your Name]

No phone calls, please.

Application deadline: December 22, 2025