



**TAKE IT ALL IN.**

**Title of Position:** **Finance Manager, Top of the Park**  
**Reports to:** Associate Director  
**Est. Hours:** May: 10-15 hours total as needed  
June (14-30): 45 avg hrs. per week  
Load-Out (7/1 - 7/3): 8 hours

**Wage:** Flat contract fee based on experience

**Summary Description:**

The Ann Arbor Summer Festival (A2SF) seeks a seasonal Finance Manager to supervise sales and donation activity at Top of the Park. This position works with a financial assistant to train and supervise hourly cashiers, open/close points-of-sale nightly, supervise artist merchandise sale payouts, prepare nightly financial reconciliation, make bank deposits, and address variances with the A2SF contract accountant. This position closely collaborates with the Associate Director, Finance Assistant Manager, Site Manager, Party Manager, and the Artist Services Manager.

**Duties include, but are not limited to the following:**

**PRE-PRODUCTION**

- Review and update Finance Office Handbook
- Inventory and prepare Finance Office supplies, test equipment, update software, prepare paperwork
- Attend the annual pre-season production meeting
- Attend Employee Orientation, and lead three (3) Point of Sale (POS) training sessions during load-in week.
- Complete TIPS certification
- With Associate Director, load-in and set up “Finance Office” prior to employee training

**EVENT OPERATION**

- Open all points of sale and check in with cashiers each night; service registers, deliver start-up banks and credit card machines
- Work closely with other managers to actively support and account for financial transactions at all event points of purchase
- Supervise reconciliation and settlement of all artist merchandise sales for Top of the Park and ticketed performances; ensure correct banks, drawers, and paperwork with staff before sign off and settlement with artists/artist managers
- With the seasonal management team, close all points of sale as nightly activity ends
- Reconcile all POS, identify staff error with cash drawer (over/short) or paperwork, and work with other managers and A2SF leadership to immediately resolve issues
- Provide ongoing instruction, supervision, and leadership as necessary, throughout the season
- Actively monitor change requirements for cash registers and drawers, remove and secure excess cash from drawers
- With the Front of House & Personnel Manager and Volunteer Coordinator, facilitate volunteer rovers with collection buckets and cash counts
- Collect and account for all “Donation Stations/Kiosks” and tabletop lock boxes at each register and note totals on the nightly report.
- Prepare and complete nightly deposits



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- Review the prior night's paperwork with the Associate Director at the beginning of each workday, and be prepared to explain variances and accounting
- Assist Top of the Park Bar & Personnel Manager and Associate Director as needed and perform other duties as assigned

#### POST PRODUCTION

- Clean out the Finance Office on Monday after closing, and return equipment to the A2SF office.
- Clean and organize supplies and equipment, update inventory, and provide a list of supplies needed to Associate Director
- Review the Finance Office Handbook and provide recommendations for updates or improvements to financial controls.
- Attend one post-production meeting and provide a brief written wrap report.

#### ***Qualifications:***

The ideal candidate is someone with strong finance or accounting skills. An understanding of hospitality and bar operations is helpful. They can work well with a team whose skills range from production professionals to enthusiastic community members hired each season. The successful candidate will possess many, if not all, of the following qualifications, skills, and qualities:

- 1-3 years experience in accounting or finance and understand bar, restaurant, or hospitality
- Capacity to be flexible and lead in uncertain situations, such as weather cancellations
- High attention to detail
- Skills to articulate and communicate with other managers
- Excellent communication skills; the ability quickly train staff on POS systems
- A collaborative approach to work
- A passion for the arts and the role they play our community

#### ***To Apply:***

Please email your resume as a single page PDF to [jobs@a2sf.org](mailto:jobs@a2sf.org) for consideration. Please introduce yourself, note any pertinent information, including schedule availability in the email body. No additional cover letter is required.

Candidates are asked not to inquire about submission status. If your qualifications match current openings, you will be contacted directly. Position will remain open until filled.

#### ***Join our Team:***

We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals.