Jonathan Wexler

4525 33rd St, San Diego, CA 92116, (702) 808-4817, [jonathan\_wexler@yahoo.com](mailto:jonathan_wexler@yahoo.com)

**Qualifications Summary**

Over ten years of accounting and management experience with an emphasis on financial management, budget development, accounting operations, general ledger maintenance, cash management, month and year-end closings, human resources, operations, communication, and staff supervision.

# Experience

*4/10 – present* **A Reason To Survive (ARTS)**

*Chief Operating Officer*

* Facilitate all financial reporting and general ledger maintenance
* Develop, implement and track budget
* Manage all accounts, including lines of credit, reserve accounts and endowment fund
* Update and develop all fiscal policies and procedures
* Oversee all day-to-day accounting operations including accounts payable, accounts receivable, bank reconciliations and tax filings
* Implement and manage fiscal sponsorship and administrative services program
* Process semi-monthly payroll, including all accounting system entries and accruals
* Oversee all human resources functions including benefits administration, employee relations, performance reviews and recruitment
* Facilitated transition to electronic payroll and personnel database system

*4/08 – 4/10* **Stepping Stone of San Diego**

*Director of Finance and Human Resources*

* Oversaw all accounting and operating functions
* Prepared, tracked and reviewed budgets
* Prepared and presented financial statements
* Managed multiple government contracts
* Coordinated all audits, fiscal reviews and Form 990 filings
* Processed semi-monthly payroll and all corresponding entries and accruals
* Facilitated transition to electronic payroll and personnel database system
* Developed and implemented fiscal and personnel policies and procedures
* Oversaw performance reviews and counseled supervisors on evaluation procedures

*11/05 – 5/08* **La Jolla Playhouse**

*1/07 – 5/08 Comptroller*

* Maintained and reconciled all balance sheet, bank, merchant and investment accounts
* Supervised payroll, accounts payable, accounts receivable, and cash management
* Reconciled pledge, gift and box office revenues
* Assisted with budget preparation and tracking
* Supervised all benefits administration and maintained personnel files
* Supervised and trained accounting staff

*11/05 – 1/07 Finance Associate*

* Processed weekly payroll of 400+ employees, including represented and non-represented employees
* Processed all union-related deductions and payments
* Supervised Accounts Payable
* Administered all benefits and coordinated open enrollment seminars
* Implemented 403(b) retirement plan

*4/99 – 11/05* **Blue Man Group**

*2/05 – 11/05* *Business Administrator*(Las Vegas)

* Managed balance sheet, budget tracking, financial reporting & petty cash
* Supervised accounts payable and receivable
* Supervised weekly payroll and box office settlement
* Supervised Company Mgmt, IT, and all office systems
* Acted as a resource for all managers regarding disciplinary issues

*9/03 – 2/05* *Company Manager* **(**Las Vegas)

* Processed weekly payroll of 125 employees
* Managed all HR systems including recruitment, new employee orientations, performance reviews, personnel database, etc.
* Administered benefits: health/dental, Workers comp, 401(k), FSA, COBRA, etc.
* Facilitated transition to electronic payroll and personnel database system
* Coordinated special events including outside appearances, auditions and fundraising performances

*1/00 – 9/03* *Associate Company Manager* (Las Vegas)

* Processed weekly financial reports and compiled nightly box office reports
* Created, staffed and managed department of 20 employees
* Researched, developed and implemented physical therapy program
* Processed and resolved all guest relations issues

*4/99 – 1/00 Human Resources Associate* (New York)

* Screened resumes and conducted interviews
* Conducted new employee orientations and administered all benefits
* Composed staffing newsletters, job postings & job descriptions

# Education

Bachelor of Arts, University of Oklahoma

Major: Journalism; Radio/TV/Film

Minor: Psychology

Certificate in Human Resources Management

University of Nevada, Las Vegas

# Skills and Associations

Financial Edge, Great Plains, QuickBooks, DonorPerfect, ADP, Paychex, Microsoft Word, Excel, Publisher

Fieldstone Foundation Emerging Leaders Program

San Diego Commission for Arts and Culture grant panelist

Diversionary Theatre Finance Committee

Diversionary Theatre Executive Director Search Committee

Southern Nevada Human Resource Association

University of Oklahoma Foundations of Management Training Program