

Kat Margaret Phifer

(440) 975-0359 | kat.phifer97@gmail.com | linkedin.com/in/KatMargaret | KatMargaretPhifer.wixsite.com/theater

Theatre professional based in New York, NY with 5+ years of arts administration experience in a wide variety of departments including operations, finance, human resources, ticket sales, house management, production management, stage direction, and stage management.

- **ADMINISTRATIVE SKILLS:** Rehearsal Calendar Management | Event Planning | Financial Management | Onboarding | Team Leading and Training | Collaboration | Crisis Management | Conflict Resolution | Attention to Detail | 99 WPM, 95% Accuracy
- **SOFTWARE EXPERIENCE:** AutoCAD | EventBrite | G Suite | LiveWhale CMS | Microsoft Office Suite (including Excel) | Outlook | Paylocity | QLab | Windows | Zoom

Selected Work Experience

PAYROLL AND FINANCE ACCOUNTING MANAGER | Signature Theatre Company (off-Broadway)
formerly PAYROLL AND BENEFITS SPECIALIST (promoted to above role)

04/2025 – present

04/2024 – 04/2025

Independently complete weekly and bi-weekly payroll processing for up to 300 employees using Paylocity
Manage onboarding and offboarding for an average of 41 employees per month accurately and efficiently
Handle day-to-day financial operations, including invoice reconciliation, benefits administration, bank deposits, and check printing
Supervise HR and general administrative interns and fellows
Ensure up-to-date personnel files, including I-9 verification, tax withholdings, earnings/deductions, and compliance certificates
Conceptualize new onboarding, HCM, and payroll procedures, significantly improving accuracy
Create invoices for \$350k state tax credit for C Corp associated with 501(c)(3); analyze qualifying expenses
Compile detailed financial documentation for accounts payable and receivable, supporting smooth financial reporting
Produce, analyze, and deliver recurring payroll reports to multiple departments, improving cross-functional communication

ASSISTANT TO THE OPERATIONS DIRECTOR | Marymount Manhattan College (Theatre Department)

09/2022 – 04/2024

Managed and mentored 6 student workers
House managed and led ushers for 13 multi-performance productions, focusing on audience experience and safety
Assisted in the tracking and marketing of ticket sales
Maintained and scheduled studio spaces for theatre and dance rehearsals
Created and managed digital playbills using LiveWhale CMS

TAX ANALYST AND CUSTOMER SERVICE REPRESENTATIVE | H&R Block

11/2020 - 08/2022

Prepared over 300 individual tax returns for a wide variety of financial situations
Researched and analyzed unique tax laws and their implications
Excelled in numerous continuing education courses (promoted three times faster than the typical path)
Used financial data in bookkeeping process for small businesses

PRODUCTION MANAGEMENT APPRENTICE | Walnut Street Theatre

07/2019 - 03/2020

Reconciled and tracked multi-department production budgets, including processing invoices using Sage 100
Processed financial aspects of union and non-union designer contracts
Analyzed and reported payroll and timesheets for over 30 employees each week
Introduced and implemented a more efficient captioning software, increasing company savings and audience satisfaction

ADMINISTRATIVE/ACCOUNTING INTERN | Virginia Repertory Theatre

05/2018 - 08/2018

Managed check ledger for accounts receivable; entered bills and vendors into QuickBooks for accounts payable
Reported promptly to workers' compensation
House managed performances while training and supervising volunteer ushers

Education and Credentials

Bachelor of Arts | Bryn Mawr College
Major: Mathematics, Minor: Theatre

Performing Arts Industry Essentials Certificate | NYU

Externship | Manhattan Theatre Club

E-27 Pyrotechnics Apprentice Certificate of Fitness