



I. TITLE: Director of Finance

II. DEPARTMENT: Finance

GRADE: Full Time, Salaried

FLSA: Exempt

SALARY RANGE: \$80,000, commensurate with experience

III. POSITION SUMMARY:

This fast paced, multi-faceted position is critical to sustaining the mission of a \$9MM nonprofit arts organization. As such, the Director of Finance is primarily responsible for ensuring that the organization's fiscal function is executed efficiently and effectively, and that management and board leadership have access to timely, accurate, and transparent financial data and reports. The Director of Finance will also serve as a supportive member of the senior management team responsible for strategic decision-making and operations as Ballet Austin continues to enhance its quality programming and build capacity. This position works closely with the Executive Director and Board Finance Committee to support the fiduciary and organizational compliance responsibilities of the Board of Trustees.

IV. ESSENTIAL FUNCTIONS:

- All work is performed with a direct reflection of the mission and values of the organization

Financial Reporting:

- Supervises the creation of the monthly financial reporting package, which includes Statement of Financial Position, Statement of Activities with comparisons to budget, Statement of Cash Flows, Rolling Forecast, and Memo describing critical financial trends and insights; reviews reports with the Executive Director.
- Prepares additional reports for Executive Director, Board, & Auditors as needed
- Works closely with development staff in preparing financial reports and budgets for grants.

Accounting:

- Maintains functional expense allocations assuring that administrative, fundraising and program expenses are kept in-line.
- Monitors all cash receipts and disbursements for departments and projects.

Budget Development & Monitoring:

- Responsible for developing and monitoring the organizational and departmental budgets.
- Prepares monthly budget analysis and conducts meetings with each department director to discuss and make recommendations on budget variances.
- Contributes to the development of financial projections and analyses for future projects and organization-wide plans.

Fiscal Controls:

- Maintains banking and credit card relationships.
- Oversees controls on employee credit card access, limits, reporting and documentation.

Policies and Procedures:

- Creates and submits to the Executive Director and Board new fiscal policies or procedures as needed.
- Assists in preparation of risk management policies, including policies and procedures for personnel and accounting.

Audit Management:

- Serves as primary point person for the annual audit.
- Supervises the records and reports for year-end audit by independent audit firm.

V. OTHER ACCOUNTABILITIES:

- Provides financial and operational input for all strategic planning processes.
- Serves as the senior staff point of contact with the Board Finance committee.
- Works collaboratively and assists program department directors with special projects as needed.
- Other duties as assigned

VI. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Be available for Ballet Austin events as needed. Requires some evening and weekend work.

VII. EDUCATION AND EXPERIENCE:

- **Qualifications**
 - Understanding of Ballet Austin's mission, goals and objectives and the ability to work independently with a high level of energy and contribute as part of a larger team.
 - Seven or more years of supervisory experience in a nonprofit environment required, with arts sector experience preferred.
 - Undergraduate degree in Finance/related field, is preferred
 - Ability to compile and review financial data and explain financial terms in simple language
 - Excellent knowledge of data analysis, risk management and forecasting methods
 - Understanding of, and ability to perform, generally accepted accounting principles, concepts and practices.
 - Expertise in MS Excel
 - Genuine interest in our mission
- **Preferred qualifications**
 - Proficiency with accounting software

VIII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

Collaboration
Effective Communicator
Customer Focused
Values Differences
Resourcefulness
Situational Adaptability
Instills Trust

IX. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Executive Director
- Supervises: Finance Associate
- Supports: All departments at Ballet Austin
- Peer collaboration/communicates with: Board of Directors, Independent Audit Firm, Community Leaders

TO APPLY

Please email cover letter, resume, to HR@balletaustin.org

BACKGROUND SEARCH REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.