



I. TITLE: Finance & Administrative Associate

DEPARTMENT: Finance & Administration
GRADE: Full Time
SALARY RANGE: \$47,000 - \$50,000
FLSA: Non-Exempt

II. POSITION SUMMARY: The primary objective of this position is to assist with the financial and administrative functions of the organization.

III. ESSENTIAL FUNCTIONS:

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

- Accounts Receivable
 - Record all sources of revenue into General Ledger
 - Deposit cash and checks to the bank
- Accounts Payable
 - Track invoices for correct account coding for General Ledger
 - Prepare and execute weekly check runs
- Account Reconciliation
 - Reconcile bank and credit card accounts
- Financial Reporting & Budgeting
 - Prepare monthly cash flow reports
 - Assist preparation of monthly financial statements
 - Attend Board Finance Committee Meetings
 - Assist with annual budget preparation
- Audit
 - Prepare reports and materials for annual audit
- Administrative
 - Calculate and submit payroll
 - Assist with employee on and offboarding
 - Maintain employee records in online payroll/HR software
 - Assist with annual benefits open enrollment
 - Other duties as assigned

IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Assist at all Ballet Austin functions, events, performances. Requires some evening and weekend participation.

V. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree or equivalent experience in related field
 - Accounting experience or educational equivalent

- Working knowledge of Microsoft Office applications, especially Excel
- Dependable, organized, and detail-oriented
- Preferred qualifications
 - Working knowledge of QuickBooks or comparable accounting software
 - Working knowledge of Ramp or comparable accounts payable software
 - Working knowledge of Tessitura, ADP, Mindbody

VI. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

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

VII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Director of Finance & Administration
- Supports: Entire organization
- Peer collaboration/communicates with: BA Independent Accountants

TO APPLY

Please email cover letter, resume, to emily.mclaughlin@balletaustin.org

BACKGROUND SEARCH REQUIRED BACKGROUND SEARCH REQUIRED

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.