

Ballet Arizona

Position: Director of Finance and Administration
Supervisor: Executive Director
FLSA Status: Exempt
Classification: Full-Time

Summary:

The Director of Finance & Administration serves to advance the mission of Ballet Arizona by directing all aspects of accounting and financial management from both a strategic and operational perspective of the organization.

Responsibilities Include but are Not Limited to:

- Directs and ensures timely and accurate preparation of all budgets, long-range operating and financial plans, periodic financial reports and other internal and external financial and operating reports as requested.
- Prepares and maintains financial records and statements in conformance with Generally Accepted Accounting Principles (GAAP)
- Engages in the annual independent audit. Works with the other departments to ensure audit compliance from both a record keeping, and policies and procedures viewpoint.
- Manages the cash flow position of the organization proactively and works with each Department Manager to ensure collaboration in estimating cash revenue and expenditures.
- Maintains effective communications with the Treasurer of the Board, the Finance Committee, and other Board members as appropriate.
- Recommends and implements policies to strengthen the accounting operations, internal controls and financial management of Ballet Arizona.
- Oversees management of the human resource function of Ballet Arizona.
- Participates in Executive staff team activities. Provides leadership to this team and models exemplary executive behavior throughout the organization.
- Assures that assets of Ballet Arizona are managed and conserved in accordance with institutional goals and policies.
- Assures compliance with all regulatory requirements pertaining to financial operations and taxation. Develops systems to comply with corporate governance policies and regulations. Fulfills fiduciary responsibility for accurate and timely communication of known problems and their corresponding solutions.
- Establishes and maintains effective relationship with financial service providers including: independent auditors, banks, brokers, insurance providers, etc.
- Performs other duties as required by the Executive Director.

Essential Skills and Experience:

- Bachelor's degree in Finance or related field required
- CPA required.
- Five or more years of financial and accounting management with increasing levels of responsibility at Director of Finance level at a nonprofit organization of comparable size and complexity.
- Minimum 5 years supervisory experience.

Ability to:

- Utilize up-to-date knowledge of Finance and Accounting Management and Generally Accepted Accounting Principles (GAAP)
- Effectively communicate with others in a manner that ensures clear and mutual understanding of information throughout budget process.
- Establish and maintain effective relationships by building rapport, listening and responding to their needs and being easy to approach.
- Conscientiously develop, monitor, and report the budgets and bring forth on a timely basis, ideas, issues and concerns regarding fiscal matters to the Executive Director.
- Serve as an ardent and loyal advocate for the organization.
- Utilize special knowledge of regulatory requirements, as well as the organization's goals, policies, mission and values. Demonstrate sound judgment and decision-making when making financial recommendations.
- Negotiate favorable agreements and other contractual relationships by using persuasion and diplomacy.
- Present information that is readily accessible and understandable by others. Assure department is fully functional in Director of Finance's absence.
- Communicate expectations to staff and effectively deliver regular, specific and objective feedback; this includes timely participation in the annual evaluation processes. Enthusiastically offer support, and coaching to Finance Staff to ensure department is meeting the goal of providing exemplary service to employees, vendors and others.
- Solve problems and resolve issues.
- Fully participate in Board, and Senior Staff activities, including attending meetings, supporting colleagues by offering information and assisting with appropriate projects and initiatives.
- Demonstrate tact and diplomacy in all interactions. Demonstrate appropriate treatment of sensitive or confidential information.
- Experience working in the arts and with artists is preferred.

Reporting to this Position: Accounting Manager; Human Resource Manager