DANCE THEATRE OF HARLEM
JOB DESCRIPTION
Director of Finance
Status: Full-time, Exempt

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, Dancing Through Barriers®, a national arts and education program, and community engagement activities. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

Founded in 1969 by Arthur Mitchell and Karel Shook, Dance Theatre of Harlem was considered "one of ballet's most exciting undertakings" (The New York Times, 1971). Shortly after the assassination of The Reverend Dr. Martin Luther King, Jr., Mitchell was inspired to start a school that would offer children — especially those in Harlem, the community in which he was born — the opportunity to learn about dance and the allied arts. Now in its fifth decade, Dance Theatre of Harlem has grown into a multi-cultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence that continues to set standards in the performing arts. Dance Theatre of Harlem has achieved unprecedented success, bringing innovative and bold new forms of artistic expression to audiences in New York City, across the country and around the world.

Opportunity

The Director of Finance will report to the Executive Director and be 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 serves as the institution's Controller.

The Director of Finance will also serve as a critical member of the senior team responsible for strategic decision making and operations as Dance Theatre of Harlem 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.

Primary duties include:

Accounting:

- Creates and maintains functional expense allocations assuring that administrative, fundraising and program expenses are kept in-line.
- Creates and maintains all supplemental financial schedules for financial data tracked outside of the accounting system (e.g., release of restricted net asset balances).
- Maintains class tracking systems in accounting system.
- Oversees bi-weekly payroll.
- Monitors all cash receipts and disbursements for departments and projects.
- Performs monthly reconciliations of G/L, subsidiary ledgers, and checking accounts.
- Reviews and prepares G/L entries to adjust all accounts as needed.

Financial Reporting:

- Produces 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, such as Budget Performance Reports, Functional Expense analysis, etc.
- Works closely with Development Staff in preparing financial reports and budgets for grants.

Budget Development & Monitoring:

- Responsible for developing and monitoring the organizational and departmental budgets with input from the Department Heads.
- Prepares monthly budget analysis and conducts meetings with each Department Head 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:

- Creates and maintains a contract-tracking system including change orders to provide controls over payments.
- Maintains banking and credit card relationships.
- Maintains 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.
- Prepares records and reports for year-end audit by independent audit firm.
- Performs pre-audits for all appropriate sources.
- Maintains records for potential future audits of grant funders.

Other:

- Provides financial and operational input for all strategic planning processes.
- Serves as the senior staff point of contact with Board, Finance, and Audit committees.
- Works collaboratively and assists program department heads and development office with special projects as needed.

<u>Supervision</u>

- Manager of Finance and Administration
- Accountant

Qualifications

- Understanding of Dance Theatre of Harlem'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.
- Strong understanding of, and ability to perform, generally accepted accounting principles, concepts and practices.
- Strong general ledger, accounts payable, accounts/pledges receivable, and payroll knowledge.
- Proficiency with accounting software is required, FundEZ knowledge is preferred
- Bachelor's degree in accounting; MBA or CPA preferred.
- Seven or more years of supervisory/controllership/CFO experience in a nonprofit environment required, with arts sector experience preferred.
- Keeping abreast with current regulatory guidelines.
- Proficiency with payroll processing, ADP knowledge preferred
- Strong proficiency with Microsoft Office, including Excel, Word and Outlook
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Ability to compile and review financial data and provide analysis and recommendations of trends, budget variations and other related financial issues.
- Strong writing and presentation skills.
- Personable and collaborative attitude.

Terms and Conditions

- Eligibility to work in USA
- Full time with some evening and/or weekend work may be required at times.
- Work is onsite required at times.
- Compensation: Salaried, $100K - $110K commensurate with experience and education, includes DTH fringe benefits including full health insurance coverage and 6% 401(k) match
- Travel 5 %

Dance Theatre of Harlem is an equal opportunity Employer

No phone calls please. Submit a cover letter and resume to dthsearch@dancetheatreofharlem.org. In the subject line include: first name and last name – Director of Finance Search.