

DANCE THEATRE OF HARLEM
JOB DESCRIPTION
Senior Director of Finance and Administration
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 Senior Director of Finance and Administration will be a strategic thought-partner, and report to the Executive Director. The successful candidate will be a hands-on and participative manager and will lead the following areas: finance, budgeting, human resources, administration, and IT.

Internally, the Director of Finance and Administration will also serve as a critical member of the senior leadership 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 Board President and Executive Director to support the fiduciary and organizational compliance responsibilities of the Board of Trustees.

Primary duties include:

Finance

- 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 pointing out significant information. Reports are submitted and reviewed with the Executive Director.
- Responsible for developing and monitoring the organizational and departmental budgets with input from the Department Heads.
- Prepares monthly budget analysis and will conduct meetings with each Department Head to discuss and make recommendations on budget variances.
- Prepares reports for Executive Director, Board & Auditors as needed, such as Budget Performance Reports, Functional Expense analysis, etc.

- Creates projections for future projects and expenses.
- Creates and maintains functional expense allocations assuring that administrative, fundraising and program expenses are kept in-line.
- Creates all integrated spreadsheets necessary for budgeting and tracking.
- Updates the Net Asset Rollforward on a quarterly basis.
- Maintains class tracking systems in accounting system.
- 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.
- Creates and submits to the Executive Director and Board any policies or procedures requested.
- 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.
- Reviews and assists with bi-weekly payroll.
- Works closely with Development Staff in preparing financial reports and budgets for grants.
- Assists in preparation of risk management policies, including policies and procedures for personnel and accounting.
- Assists the Executive Director & Development Team with special projects as needed.
- Monitors all cash receipts and disbursements for departments and projects.
- Reviews and prepares G/L entries to adjust all accounts as needed.
- Reconciles G/L, subsidiary ledgers, and checking accounts on a monthly basis.

Information Technology

- Oversees DTH's outsourced, cloud-based IT partner to ensure ongoing maintenance and quality of IT systems and infrastructure and to monitor performance against contract.
- Oversees computer hardware and software, procuring new equipment as needed.

Strategy and Business Development

- Works in partnership with ED and leadership team to implement new strategic initiatives.
- Provides financial and operational input for all strategic planning processes.
- Partners with ED and leadership team to represent Dance Theatre of Harlem with key stakeholders, including funders, community organizations, and volunteers.

General Administration

- Oversees all administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Assists with fundraising activities as needed.
- Assists the Executive Director with implementation of policies and objectives set by the Board.
- Serves as the senior staff point of contact with Board Finance and Audit committees.
- Oversees risk management and legal activities including: business insurance;

memorandums of agreement; contracts; leases, fringe benefits, and other legal documents and agreements.

- Negotiates benefits plans with brokers.
- Ensures compliance with all applicable laws and regulations.
- Performs other duties as required.

Supervision

- Manager of Finance and Administration
- Facility Manager
- Human Resources Manager
- Front Desk Manager

Required 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.
- Non-profit experience preferred
- Bachelor's degree in accounting; MBA or CPA preferred
- Seven or more years of supervisory/controllership/CFO experience required
- Strong understanding of and ability to perform generally accepted accounting principles, concepts and practices
- Keeping abreast with current regulatory guidelines
- Proficiency with accounting software is required, FundEZ knowledge is preferred
- Proficiency with payroll processing is required, ADP knowledge is preferred
- Proficiency with Microsoft Office, including Excel, Word and Outlook
- Strong general ledger, accounts payable, accounts/pledge receivable, and payroll knowledge
- 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.
- Experience working with performing arts organizations is ideal
- Excellent 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.
- Compensation: Salaried, commensurate with experience and education, includes DTH fringe benefits
- Travel 5 %

How to Apply

Submit a cover letter and resume to dthsearch@dancetheatreofharlem.org. In the subject line please include your first and last name, and "SDFA Submission." No phone calls please. Search open until filled.

Dance Theatre of Harlem is an equal opportunity Employer