



# EMPLOYMENT ANNOUNCEMENT

**Job Title:** Director of Finance  
**Employee Status:** Regular full time; exempt  
**Reports To (Job Title):** Executive Director

**Charlotte Ballet's** team is a group of individuals with a common passion: creating artistically excellent programming from beautiful classics to thought-provoking contemporary works that push the boundaries of ballet. From artists who have dazzled audiences and critics the world over, to teachers and educators sharing the joy of ballet as an art form, we proudly call Charlotte our home.

**Job Purpose:**

**Accounting:** Responsible for general accounting functions: accounts payable, accounts receivable, general ledger entries, payroll, bank reconciliations, and closing month end. Reconciles G/L reports with each Department Head on a monthly basis. Maintains 90 day cash flow needs. Manages internal & external audits with oversight from the Board of Trustees Audit Committee. Provide financial accounting for Director of Development.

**Human Resources:** Maintain personnel files and vacation/sick time for all employees. Manage all employee health insurance and group benefits. Serves as a liaison with Parent Guild volunteers during the Nutcracker and story book ballets boutiques, each year. Maintain commercial credit card system. Works closely with Finance, Audit and Governance committees on projects as assigned. Assist Executive Director with duties that are assigned.

1.	20%	Provide Executive Director, Finance Committee, and Governance Committee with appropriate reporting.
2.	20%	Tracks daily accounts receivable/payable for organization , prepares deposits
3.	20%	Maintain tracking of health insurance expenses; maintain accrual and usage of vacation, sick time, personal days and flex time; provides reports to Executive Director and employees on a quarterly basis.
4.	10%	Supervise and report daily 90 day cash flow
5.	10%	Payroll processing, importing into Financial Edge software, making J/E to correct accounts.
6.	10%	Manage technology advancement and integration for the organization
7.	10%	Supervise Finance and Accounting Manager plus interns with Commercial Card reconciliation, accounts payable, reporting; filling

<b>Positions Supervised:</b>	Finance and Accounting Manager, interns (when available)
<b>Internal Contacts:</b>	Executive Director, All Department Leaders
<b>External Contacts:</b>	Vendors
<b>Education Level and Focus:</b>	Bachelor's Degree

<b>Years and Type of Related Experience Required:</b>	CPA Certification a plus; or 5-7 years accounting experience , non-profit experience preferred, Financial Edge (Accounting Software) Microsoft Office Package, Non-Profit audit experience a plus
<b>Professional/Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Actively participates in team meetings and activities including attending meetings, supporting colleagues by offering information, and assisting appropriate projects and initiatives</li> <li>• Exhibits excellent verbal and written communications skillset necessary to write clear and concise correspondence, proposals, applications and reports</li> <li>• Foresees roadblocks in goal meeting and works quickly in problem solving to achieve goals in timely manner</li> <li>• Works independently and to accept responsibility for designated assignments</li> <li>• Completes complex projects at a high level of excellence</li> <li>• Coordinates daily activities with team members</li> <li>• Promotes Charlotte Ballet both in and out of the office</li> <li>• Utilizes tact and diplomacy in all interactions, including the appropriate treatment of sensitive or confidential information and equal and fair treatment and opportunity for all</li> <li>• Acts as a good steward of Charlotte Ballet’s funding</li> <li>• Plans and executes complex projects both autonomously and collaboratively</li> <li>• Maintains a solid understanding of marketing, communications and nonprofit trends</li> <li>• Displays genuine enthusiasm and regularly take steps to measure and enhance work</li> <li>• Comfortable working with deadlines and being flexible when unexpected opportunities arise</li> <li>• Carries out projects from concept to completion, including information gathering, content development, review, editing and approvals</li> </ul>

Qualified applicants should send a cover letter and resume to [robertpowell@charlotteballet.org](mailto:robertpowell@charlotteballet.org)

Application Deadline: January 31, 2019