Director of Finance & Administration

About Ballet Memphis

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance and movement. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and wellness offerings, and a growing body of community impact work.

Purpose

This position provides leadership to financial management and strategy in a way that builds credibility, trust, and transparency with internal and external stakeholders and ensures financial sustainability. In addition, this position will oversee other administrative functions such as Information Technology & Systems, Human Resources, and vendor management. This position directly assists and communicates with the Senior Leadership Team and Board of Directors on all strategic and tactical matters related to budget management, cost benefit analysis, forecasting and providing support for earned and fundraising revenue streams.

Reporting

The position reports to the Executive Director and serves as a member of the Senior Leadership Team. Direct report: a part-time bookkeeper.

2144 madison avenue
memphis, tn 38104
balletmemphis.org

Key Responsibilities

Leadership

- Provide financial strategic vision and leadership to the entire organization and lead financial alignment and integration across all departments
- Develop annual budgets and forecasts to align organization's financial activities with annual and strategic plans
- Manage balanced budget and cash flow through consistent oversight and prudent decisions
- Collaborate with the Senior Leadership Team and Board of Directors to set and direct organizational vision and strategy
- Develop and maintain relationships and effective communication with the Executive Team and Board of Directors
- Work directly with the Finance and Investment Committees of the Board of Directors
- Participate in organization-wide problem solving and decision making

Forecasting & Planning

- Develop models for forecasting, business planning, pricing, and reporting
- Create tools and systems to provide critical financial and operational information to the Executive Team and make actionable recommendations on strategy
- Lead the annual budgeting process and manage the timely development of the annual budget
- Provide actionable analysis for financial performance, trends and long-term forecasts
- Strategize ongoing improvements for fiscal efficiency and effectiveness
- Lead the development of sustainable resources to ensure the long term financial stability
- Oversee all investment activity

Cash Flow & Financial Position

- Monitor banking activities of the organization and ensure adequate cash flow to meet the organization's needs
- Review monthly financial position and makes strategic recommendations to ensure financial stability
- Oversee the production of monthly reports including any reconciliations with funders as well as financial statements and cash flow projections
- Assess organizational performance against both the annual budget and the organization's long term strategy
- Oversee Accounts Payable and Accounts Receivable
- Develop and oversee risk management systems and disaster recovery plans

Administration

- Oversee the coordination and activities of independent accountants and auditors ensuring all audit issues are resolved and proper filing of taxes
- Ensure legal and regulatory compliance regarding all financial functions and that all regulatory documents are filed timely
- Remain up to date on nonprofit audit, financial best practices, and all state and federal laws regarding financial management of nonprofit organizations
- Manage the vendor, purchase and procurement processes
- Manage Information Technology/Systems function
- Manage all HR function including overseeing compliance and procedures, and manage payroll vendor
- Collaborate with Executive Director to review all legal matters and liaise with outside counsel
- Additional duties as assigned

Requirements

- Bachelor's Degree required, Finance/Accounting preferred
- 5+ years' experience at senior accountant/CFO level required at organization with $2M+ budget
- Proficiency with accounting/finance/database software required. Experience with Sage preferred, knowledge of Spektrix and Sawyer a plus
- Knowledge of performing arts/nonprofit arts sector preferrable
- Must be proficient in Microsoft Office

Ballet Memphis is an equal opportunity employer and do not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age. In addition, Ballet Memphis does not discriminate against qualified individuals with disabilities or any other legally protected status within applicable federal or state law.

This is a salaried full-time position with compensation commensurate with experience. Send cover letter and resume to Careers@BalletMemphis.org.