

Monday, February 11, 2013

Director of Finance & Administration

Candidates are invited to send a letter of interest, resume with references, and salary requirements in a single attachment to bhdafa@ballethispanico.org (indicate aDirector of Finance and Administrationa and your name in subject line). No Phone Call [Share](#) | [Print](#) | [Download](#)

Position Description

Reporting to the Artistic Director (AD) and the Executive Director (ED), the Director of Finance and Administration will manage the infrastructure and systems needed to support the three divisions of Ballet Hispanico. S/he will build on and manage effective and streamlined administrative/financial systems including, financial, accounting, legal, human resources (HR), and physical infrastructure.

As a member of the senior management team, the Director of Finance and Administration is a full-time exempt employee of Ballet Hispanico. In addition to working closely with the ED and the AD, s/he will manage a support staff of one full-time person. The Director of Finance and Administration will ensure the sound fiscal management of the organization with timely financial reports and reliable forecasts. S/he will understand the organization's current and long-term needs and will work closely with the ED, the AD, and the Finance Committee of the Board to fulfill the mission of Ballet Hispanico.

Organization Overview

Now entering its 43rd year, Ballet Hispanico has an operating budget of \$5.3 million, which is met with earned revenue of \$1.5 million and contributed income of \$3.8 million. Six years ago, the institution expanded its headquarters, doubling its program capacity. This rapid growth was followed by the transition from a founder-run organization to new artistic leadership. Sound financial management is critical to Ballet Hispanico's ability to maintain fiscal stability as the organization continues to grow.

About the Organization

Ballet Hispanico explores, preserves, and celebrates Latino cultures through dance. Founded by Tina Ramirez in 1970, the organization is now under the Artistic Direction of Eduardo Vilaro. Ballet Hispanico's programs include a professional Company with an annual New York season and cumulative national/international touring to an audience of nearly 3 million; a School of Dance unique in its emphasis on ballet, contemporary and Spanish dance as its core curriculum, serving nearly 700 students annually; and Education and Outreach, with arts education programs that serve over 1,200 New York City school children through long-term residencies and thousands more through national outreach programs. Ballet Hispanico is headquartered in a 21,000 sq. ft. dance facility on Manhattan's Upper West Side. For further information: www.ballethispanico.org.

Specific responsibilities include:

Financial Management

1. Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Ballet Hispanico's Board of Directors.
2. Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new programs.
3. Provide supporting financial information for grant requests and reports on a timely basis; ensure accuracy between accounting records and fundraising software; support development activities as needed.
4. Prepare and monitor long- and short-term cash flow projections, including revenue and expense forecasts and allocation of funds from working capital reserve and endowment funds.
5. Manage line-of-credit and other short-term or long-term liabilities in conjunction with cash flow management and timely interest payments.
6. Monitor endowment investment portfolio performance on a regular basis.
7. Prepare for and attend all Finance Committee and Board meetings; generate regular reports for the Finance Committee.
8. With support from the Senior Management team, prepare departmental and project budgets and reports; oversee allocation of shared costs to programs.
9. Manage one full-time accounting professional and hire and retain support staff as needed in the future.
10. Prepare documentation for, oversee and ensure the integrity of the annual audit as well as all regulatory filings.
11. Represent Ballet Hispanico in public settings, such as industry conferences and agency panels, as appropriate.

Administrative Management

Work with the ED and AD on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems. Work with Ballet Hispanico's senior staff to continue implementing an IT plan for the future, and update it to meet IT needs (hardware and software) as the organization grows. With the ED and Director of Operations, manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.) . Develop successful and trusting relationships with vendors, business partners and community collaborators, and create and sustain an environment at Ballet Hispanico that supports these relationships. Work as part of the Senior Management team to develop policies, procedures, and practices for BH. Conduct additional tasks and projects as needed.

Qualifications / Skills

Bachelor's or advanced degree in Business, Management, or Finance (CPA preferred). Excellent people skills, with experience collaborating in an artistic, diverse, and dynamic team. Demonstrated experience in financial management and accounting in the nonprofit sector. Familiarity with Fund EZ accounting software as well as Microsoft Office. Knowledge of Raiser's Edge a plus. Experience should include legal, audit, compliance, budget, and resource development. Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems. Proven effectiveness leading professionals in finance and accounting. Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment. Flexible and a self-starter; able to multi-task while also being highly detail-oriented. Personal qualities of integrity, credibility, and a commitment to Ballet Hispanico's mission and vision.

Salary: Competitive salary with benefits

Start Date: Immediate

Application Process

Candidates are invited to send a letter of interest, resume with references, and salary requirements in a single attachment to bhdfa@ballethispanico.org (indicate "Director of Finance and Administration" and your name in subject line). Please indicate why you are interested in working for Ballet Hispanico. Only final candidates will be contacted. No phone inquiries, please.

Ballet Hispanico is an equal opportunity/affirmative action employer.

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[< back](#)

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