

Sunday, October 22, 2017

Finance and Dance Lover

Company: Dance Parade, Inc.
Location: Brooklyn, NY
Compensation: Stipend

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Terence McKenna

Dance Parade, Inc, the 501(c)(3) non-profit organization that produces the 12th Annual Dance Parade and Festival happening May 19th 2018 and is adding members to its Finance Committee. We seek one or two professionals who are able to commit a minimum 5-10 hours per month.

Tasks to include:

- 1) Using Quickbooks, to reconcile monthly bank and PayPal statements
- 2) Using Quickbooks, Bank and Paypal reports, generate and submit to the Executive Director Year-To-Date actuals versus budget and develop financial forecasts with Executive Director for February, March and April.
- 3) Maintaining Cultural Data (Balance Sheet & P&L) project in order to write grants
- 4) Tracking Accounts Receivables

Rewards: Stipend opportunity \$150-\$400/year. Opportunities to expand personal networks; achieve valuable experience with references provided by our management team; direct access to persons of prominence in New York City arts, dance, and theater communities

To apply: Send resume and brief email describing your background to Executive Director Greg Miller, greg@danceparade.org

We look forward to hearing from you!

Dance Parade's Finance Committee Members will have:

- Excellent written and oral communication skills
- The ability to work independently
- Strong social networking ability and affinity
- Experience working with Balance Sheets & P&L reports
- Bachelor's degree
- Powerful drive and motivation
- Great attitude and passion for dance!!!!

Dance Parade, Inc.
789 Westminster Road
Brooklyn, NY, 11230
267-350-9213
danceparade.org

For more information:
Greg Miller
greg@danceparade.org
917-627-7155

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