

Monday, July 9, 2018

## Budget & Account Analyst - DF39

Company: Alvin Ailey Dance Foundation  
Location: New York, NY  
Compensation: DOE

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Hailed as "cultural ambassador to the world" by the U.S. Congress, the Alvin Ailey American Dance Theater is renowned for its stellar performances, high-caliber dance training, and innovative educational initiatives which reach nearly 500,000 people around the globe each year. Robert Battle recently took the helm as Artistic Director, ushering in an exciting new era in Ailey's history.

We are seeking a Budget & Account Analyst. This position will report to the Director of Finance. Primary responsibilities include developing project and grant budgets, financial reporting (including monthly operating reports and quarterly financial statements), monitoring the organization's investments, assisting with preparing schedules for the annual audit and assisting with ad hoc reports as necessary.

### Responsibilities:

- \* Prepare monthly operating reports that show the financial and budgetary effects of Ailey's various operating segments
- \* Coordinate month end general ledger close and account reconciliations
- \* Provide monthly financial reports and analysis to senior staff and department heads
- \* Work with Development staff to create budgets for grant proposals and financial reports on grant funded activities.
- \* Respond to industry surveys and questionnaires such as DataArts and Dept of Commerce
- \* Prepare quarterly financial statements for external banks and rating agencies
- \* Coordinate with department heads and staff to ensure the accurate completion of all operating reports and budgets
- \* Track and monitor investment performance
- \* Assist with daily finance operational tasks as needed
- \* Assist with creating the annual organization operating budget
- \* Assist with the annual audit and related tasks

### Required Skills and Experience:

- \* Ability to analyze financial data and prepare financial reports, statements, and projections
- \* Knowledge of finance, accounting, and budgeting principles
- \* Highly proficient in Excel
- \* Strong analytical skills
- \* Strong organizational skills with ability to multi-task and meet deadlines
- \* Excellent interpersonal and management skills
- \* Eye for detail with the ability to see the big picture
- \* Not-for-profit or media/entertainment experience preferred

### Education/Experience:

- \* MBA/MPA with 2 years experience in not-for-profit or media/entertainment.

To apply for this position, please click apply on line and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) and include the following items:

- \* Cover Letter and Resume
- \* Three Professional References

We offer a competitive salary and comprehensive benefits which include health/dental insurance, flexible spending account, 403(b) retirement plan, and savings on transit/parking.

To apply for this position, please use the following URL:

[https://ars2.equest.com/?response\\_id=54971eb86b96972125635d3bcdca09ec](https://ars2.equest.com/?response_id=54971eb86b96972125635d3bcdca09ec)

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