

Wednesday, November 24, 2021

Controller for Ballet Hispanico

Company: Ballet Hispanico
Location: New York, NY
Compensation: \$65,000-\$75,000

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Position Description:

Ballet Hispanico is seeking a dynamic individual to serve as its new Controller. Reporting to the Chief Financial & Administration Officer (CFAO), qualified applicants will be responsible for Ballet Hispanico's day-to-day financial management and accounting functions as well as assisting the CFAO in audit preparation, budgeting, reporting and general administrative functions.

The Controller will work closely with Ballet Hispanico's staff and be skillful at promoting an open, inclusive environment that emphasizes cooperation and teamwork. In addition, qualified applicants will be diplomatic, of the highest integrity, able to maintain confidences and confidential information and possess sound judgment

Specific Responsibilities

- Collaborate with the CFAO to set long and short-term financial objectives, including the annual budget development and monitoring processes.
- Assist the CFAO with administrative functions and manage the daily accounting and reporting functions.
- Ensure that books and records are maintained accurately and are in accordance with generally accepted accounting principles.
- Process weekly and bi-weekly payroll in ADP Workforce and reconcile departmental payroll reports.
- Ensure that necessary internal controls are in place and are being followed. Recommend improvements where needed.
- Manage the preparation of and perform the review of the daily cash receipts processing; cash disbursements; monthly reconciliations of cash accounts and funds held in endowments; etc.
- Oversee compilation of information necessary to complete the annual audits.
- Ensure responsible tracking of fundraising dollars including compliance with funding restrictions and grants reports management.
- Enhance financial reporting functions including the preparation of financial statements, forecasting, cash flow, actual vs. budget reports & analyses.
- Ensure all policies and procedures are documented, communicated and reflective of current practices.

Qualifications

- Degree in Accounting or relevant field of study preferred.
- Knowledge and experience in accounting and GAAP principles
- A passion for arts and entertainment and how it drives social change
- The ideal candidate with at least 3+ years of experience in non-profit financial management.
- Strong written and oral communication with excellent presentation and organizational skill; Bilingual in Spanish is a plus
- Approachable relationship builder.
- Effective judgment about proper handling of confidential information.
- High integrity, work ethic and communication skills. Knowledge with FundEZ is a plus

Compensation

Competitive salary, incentive and benefits will be offered, in the range of \$65-75k commensurate with the role and the final hire's experience.

To Apply

Qualified candidates please send a cover letter and resume to fpandian@ballethispanico.org.

Ballet Hispanico
167 West 89th Street Ballet Hispanico
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For more information:
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