

Wednesday, February 16, 2022

Finance Associate

Company: National Dance Institute

Location: New York, NY

Compensation: Salary commensurate With Experience Comprehensive and competitive benefits package.

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For over four decades, National Dance Institute has been delivering its award-winning arts and learning programs to public school children throughout New York City and around the world in the belief that the arts, and dance and music in particular, have a unique power to engage children and motivate them toward excellence.

NDI is seeking a talented and motivated individual to join our Finance & Administration team in our state-of-the-art facility in Harlem.

Job Summary: The Finance Associate will manage the financial, budget systems and processes and assist with strategic financial planning and forecasting for systems, human resource, operations, and technology, leading to insightful, accurate business decision-making. This individual will be responsible for the day-to-day accounting and month end close activities. This role is key to providing accurate and timely financial information used to support decision making. The ideal candidate will have foundational Accounting knowledge, the ability and willingness to engage in complex analysis, and aspirations to further develop a career in Accounting.

Duties/Responsibilities:

- * Accounts Payable – Receive, review, research, reconcile and obtain approval on all incoming vendor invoices prior to processing. Prepare and process accounts payable checks, wire transfers and ACH payments. Ensure proper allocation of expenditures. Monitor accounts to ensure payments are up to date. Resolve invoice/payment discrepancies and handle inquiries with vendors. Manage petty cash and process staff expense reports and reimbursements;
- * Accounts Receivable – Receive and review all incoming revenue (pledges, grants, donations, contributions). Ensure proper allocation of revenue with the appropriate department based on specific donor/grant requirements. Ensure timely processing of deposits (cash, checks) and credit card payments;
- * General Ledger – Maintain general ledger for accounts receivable, accounts payable, payroll, and cash. Accurate and timely recording of restricted gifts and release of restrictions;
- * Financial Reporting/Analysis, Annual Audit and Year-end – Assist the Senior Director of Finance & Administration monthly, quarterly and year-end closing procedures, financial reporting. Assist with annual audit documentation and requests as needed. Prepare and process year-end 1099s. Provide departments with financial data and accounting reporting/analysis needs as requested;
- * Budgeting – Assist the Executive Director & Senior Director of Finance & Administration with the preparation of yearly budgets and monitor budget to actual variances. Provide departments with general ledger reports (monthly, quarterly, as needed) of year-to-date expenses/revenue in relation to annual budgets and cash flow projections. Monitor cash flow, expenses, and revenue and inform Executive Director & Senior Director of Finance & Administration of necessary actions to meet operating needs;
- * Policies and Procedures – Recommend accounting, financial, operational policies and procedures that ensure the fiscal accountability and integrity of the organization. Communicate policies and procedures pertaining to cash management and expense reimbursement with staff. All under the direction of the Senior Director of Finance & Administration;
- * Contract and Vendor Management – Maintain office equipment and insurance contracts with service providers and other vendors.
- * In-School Program/Residency Income Management – Serve as the primary liaison for partner schools and/or the Department of Education's Account Payable department for tuition inquiries and payments. Prepare and distribute invoices and work orders to partner schools and the Department of Education (DOE). Ensure timely and accurate tuition payment from partner schools and/or DOE. Reconcile and process general ledger entries for all tuition payment.

Required Skills/Abilities:

- * Advanced Microsoft Office skills, strong Excel and data management skills (e.g., pivot tables, V-lookups, index/match functions).
- * Well organized, able to communicate effectively cross-functionally as well as within our team.
- * Experience with QuickBooks or other cloud based accounting software.
- * Strong organizational and interpersonal skills.
- * Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with accuracy.
- * Demonstrated ability to manage multiple, time-sensitive projects and competing priorities simultaneously.
- * An ability to work independently, and drive projects to completion with minimal guidance and high attention to detail.

Education and Experience:

- * Bachelor's degree in Finance, Business, or Accounting.
- * 3+ years of finance experience.

To Apply: Please email resume, cover letter with salary expectations to ndijobsearch@nationaldance.org. No phone calls.

Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Our staff are currently working a hybrid work schedule with in-person work combined with remote work; work schedule may be modified at any time based on operational needs.

About NDI

National Dance Institute (NDI) was founded by New York City Ballet principal dancer Jacques d'Amboise in the belief that the arts have a unique power to engage children and motivate them toward excellence. Through our award-winning, multidisciplinary arts education programs, we strive to reach every child, transcending barriers of language, culture, and physical and cognitive challenges. In the process, our professional teaching artists foster in students a love of the arts and curiosity about the world, and help our young dancers learn to work

together, develop personal standards of excellence, and cultivate a confidence in themselves that supports their success in school and in life. Since its founding in 1976, NDI has impacted the lives of over 2 million children.

EOE.

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<https://nationaldance.org>

For more information:
NDI Job Search
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[< back](#)

[previous listing](#) • [next listing](#)