

Wednesday, May 9, 2012

Stephen Petronio Company - Finance Manager

To apply, send cover letter, resume, salary history/requirements, and contact information for three references via e-mail to apply@stephenpetronio.com or fax to 212.477.3471. [Share](#) | [Print](#) | [Download](#)

Stephen Petronio Company - Finance Manager

Job Location: New York, NY

The Stephen Petronio Company, a critically acclaimed nonprofit contemporary dance organization, seeks an experienced, well-organized, and highly committed individual to serve in the role of Finance Manager. This position is part-time, 15 - 20 hours per week. The Finance Manager will work closely with the Artistic Director and Executive Director and will be the key person in charge of financial planning, budgets, cash flow, financial reports, and statements. Additionally, the Finance Manager will assist with development, grant writing, production, and events.

Responsibilities:

- Manage all company financial activity;
- Work with company book keeper and accountant;
- Track invoices and payments;
- Update organization cash flow on a monthly basis;
- Work with accountant to complete the annual audit and related tasks;
- Work with staff to create the annual organization operating budget;
- Grant writing and preparation;
- Create budgets for grant proposals and funder reports;
- Assist with company programs and events; and
- Participate in strategic planning activities as required

Required Skills and Experience:

- A Bachelor's degree or above in Arts Management, Accounting, or Business preferred;
- A minimum of three years experience in nonprofit management;
- Ability to analyze financial data and prepare financial reports, statements, and projections;
- Knowledge of finance, accounting, and budgeting principles;
- Strong analytical skills;
- Excellent written and verbal communication skills;
- Grant writing experience helpful; and
- Strong organizational skills with ability to multi-task

Start Date: Flexible

Part-time, permanent position. 15-20 hours per week.

Salary commensurate with experience.

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Stephen Petronio Company is an equal opportunity employer.

No phone calls please.

Website: www.stephenpetronio.com

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