

Wednesday, October 23, 2019

Finance and Operations Director

Company: RIOULT Dance NY

Location: Astoria, NY

Compensation: Salary commensurate with experience.

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Eric Bandiero

POSITION SUMMARY: Finance and Operations Director

Founded in 1994, RIOULT DANCE NY is a New York City-based dance company dedicated to fostering a new generation of modern dance enthusiasts through the creation and presentation of dance works by choreographer Pascal Rioult. On the eve of the company's 25th anniversary, the company acquired an 11,000 square foot space in the Kaufman Arts district of Astoria, Queens. A permanent home for the company, the RIOULT Dance Center exists as a major asset within the dance community thanks to accessible and affordable studio space, a roster of dance technique classes and training programs designed for all levels, from young movers to pre-professionals.

Anticipating a period of rapid growth and transformation, RIOULT seeks an experienced Finance and Operations Director to join our growing team. The Finance and Operations Director will help place the organization on a pathway to sustainable growth thanks to sound financial planning and expansion of the Center's revenue streams. The Finance and Operations Director will lead all Finance, Facility and Human Resource functions, including the accounting, payroll, insurance, and all personnel matters. The Director of Finance and Operations reports to the Executive Director and works closely with the Finance and Audit committees of the Board of Trustees.

Job Responsibilities

Finance and Administration

- Supervise contract bookkeeper ensuring accurate and up-to-date records of financial transactions, including day-to-day bookkeeping and training staff on relevant systems.
- Produce regular financial reports that support the organization's cash flow management, foundation budgeting and reporting, and government contracts.
- Oversee the annual audit and filing of required tax forms.
- Collaborate with Executive Director in the annual budgeting process, financial forecasting, and internal controls.
- Serve on finance and audit committees.
- Oversee relationship with external IT consultants.
- Oversee financial planning and management of capital projects.

Human Resources

- Maintain personnel policies and employment records for all staff.
- Oversee payroll preparation and onboard all new employees.
- Oversee benefit administration and negotiate with benefit providers for staff and provide support with health and retirement benefits administration.
- Review all independent contractor agreements.

Facilities and Operations Management

- Oversee basic facilities management.
- Manage relationship with landlord and building management.
- Act as liaison with insurance vendors and brokers as needed and obtain insurance certificates when requested by staff.
- Manage, monitor, and maintain building systems (HVAC, security, etc.), office equipment and supplies.
- Work with ED to identify and address ongoing infrastructure needs.

Required Qualifications

- Excellent written and verbal communication skills.

A minimum of seven (7) years in finance, with at least three (3) years in a managerial or executive position.
Adept at financial analysis and business planning.
Minimum Bachelor of Arts or Bachelor of Science degree.
Roll up your sleeves attitude.
Strong sense of humor.

Preferred Qualifications

Experience working at a nonprofit, cultural or community-based organization.

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