



Job Description

Title: Director of Finance and Operations
Department: Administration
Position Status: Regular, Full-Time, Exempt, Benefitted
Effective Date: Spring 2021

Position Overview.

As a member of the Leadership Team, the Director of Finance & Operations leads and oversees the effective stewardship of OBТ's finances, comprised of: an annual budget approaching \$9 million (pre-pandemic); a \$5 million building fund; 200 staff; a professional school with 240 students; three collective bargaining agreements; and two leased facilities (office/studios and warehouse). This position ensures that OBТ remains financially sound, understands its financial data, and uses that financial data to make informed, thoughtful, and sound short and long-term decisions. Additionally, this position oversees finance-related components of day-to-day operations. The Director of Finance & Operations supervises accounting staff, reports to the Executive Director, partners closely with the Artistic Director, supports Department Directors, and staffs the Finance Committee of the Board.

Primary Responsibilities.

- Prepare monthly financial reports for the operating, restricted, and building funds.
- Effectively communicate finance-related trends, implications, and decision points with the Executive Director, Artistic Director, Leadership Team, and Board Finance Committee.
- Help leadership make informed, thoughtful, and sound short and long-term choices with financial data that is transparent, accessible, and understandable.
- Continually evaluate and advise leadership on the cost-effectiveness of our operations.
- Lead a collaborative, transparent, and participatory annual budget process.
- Manage cash flow, forecasting, and utilization and repayment of Line of Credit.
- Manage and support the annual audit process, and file tax reports prepared by the auditor.
- Ensure adherence to GAAP standards, and ethical, regulatory and legal compliance in finances and operations.
- Support grant applications with grant-specific budgets.
- Review and monitor contracts with vendors, suppliers, and contractors.
- Oversee payroll and benefits administration.
- Oversee accounts receivable, accounts payable, and general ledger.
- Oversee bank relations, reconciliations, and reporting.
- Oversee finance-related components of day-to-day operations, including office equipment, IT and phone systems, office supplies, and facility maintenance.

Education, Skills and Experience.

Required: Bachelor's degree in finance, accounting, economics, or business administration; 5+ years of successful experience as a finance director of a multi-million organization; expertise in non-profit finance and accounting, 5+ years of successful experience as a manager or supervisor. Helpful: Master's degree in finance, accounting, economics, or business administration; Chartered Financial Analyst certification or Certified Public Account certification.

Equity.

OBT is committed to a diverse, racially and culturally-inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet and at OBT.

Our Culture.

OBT is committed to creating a culture where each of us treat one another, and are treated, as follows: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations.

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently-abled to perform the primary responsibilities of this job.

Working Conditions.

This job operates in a busy, usually crowded, often loud, and fast-paced setting, including a professional office, dance studios, and large public theaters. During COVID, much work has been conducted remotely offsite, with a return to primarily in-office work anticipated.

Work Schedule.

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 5 p.m. This position sometimes requires extended hours and weekend work. Flexible scheduling of work hours may be an option.

Security Clearance.

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance.

Travel.

This position occasionally needs to be mobile. Travel is primarily local during the day, but may include some evenings and weekends. Some out-of-area and overnight travel may be expected.

Compensation.

This position starts at \$85,000. annually, and is provided full benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 23 days off annually (15 days PTO and 8 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.