



NORTH DAKOTA BALLET COMPANY

North Dakota Ballet Company & Academy Part-time Finance Director

The North Dakota Ballet Company & Academy is currently recruiting a Finance Director to join this long-standing non-profit organization. Established in 1962, NDBC offers professional dance education and performance opportunities for the Greater Grand Forks & surrounding areas. This position will serve as part of the leadership team in continuing to advance the mission and vision, while maintaining the financial stability of the organization.

Interested candidates can apply to the Executive Director Laura Arneson at laura.dvorak@northdakotaballet.org with their resume and cover letter of interest.

The position will be open until filled.

Job Duties:

- Prepare the annual budget with the Executive Director.
- Interpret financial information and provide updates and information as needed to the Executive Director and the Board of Directors.
- Maintain QuickBooks Company File.
- Monitor operating budget, cash flow, accounts, and other financial transactions.
- Responsible for accounts receivable and accounts payable.
- Preparation of monthly bank reconciliation.
- Work with NDBC families to address any questions related to their billing account.
- Prepare financial reports on a monthly and annual basis.
- Work with accountant in preparation of the annual form 990 and Sales and Use Tax form.
- Create and maintain relationships with financial vendors, including insurance agents, SBA loan holder, banking institutions and accountants.
- Update and implement financial policies and procedures with the leadership team.
- Process all online registrations and maintain the student database in NDBC's studio management software.
- Post and process various transactions through NDBC's studio management software including tuition, costumes, registration, competition, and boutique fees.

- Participate in registration events including early registration and open house events (as needed).
- Provide financial related information for communication with families including newsletters, studio and competition handbooks.
- Attend NDBC board meetings and present a financial report.
- Attend NDBC recitals/performances and assist with flower, boutique and food sales (as needed).
- Work with insurance agent annually to ensure adequate coverages for NDBC exposure.
- Process payroll on a monthly basis using the time report in NDBC's studio management software, private lessons, choreography packages and miscellaneous stipends.
- Prepare state and federal payroll taxes quarterly.
- Prepare fiscal year-end tax forms including W2's and 1099's.
- Participate in director, staff and other meetings as required.

Finance Director Skills and Qualifications:

Advanced degree in accounting, business, finance, or a related field; several years of experience in finance; excellent mathematical skills; leadership skills; management experience; integrity; honesty; understanding of data privacy standards; exceptional communication skills, both written and verbal; thorough understanding of business principles and practices; superior attention to detail; organizational skills; planning skills; problem-solving skills; research skills; analytical skills; critical thinking skills; computer skills; multi-tasking skills.

Hours: Averages 15 to 20 hours per week; occasional busy times of the year with additional hours. Position is remote based with flexible hours.

Salary: Salary Commensurate with experience