

American Dance Festival, Inc.
Full-time, year-round, on site (exempt)

Position Title: Director of Finance

Reports to: Executive Director and Managing Director

Anticipated Start Date: January 2024

The American Dance Festival (ADF) is seeking a full-time, on-site Director of Finance to join an energetic and dynamic internationally acclaimed dance festival.

The Director of Finance is responsible for all aspects of daily finance, accounting, and reporting activities for a \$3.5 million annual operating budget. The Director of Finance will ensure that ADF has appropriate financial systems and procedures in place for effective program implementation and efficient operations. Some of the key duties for the role are described in the bulleted sections below. Among other duties, the Director of Finance will oversee the complete and accurate recording of transactions in the general ledger and prompt reconciliations, monitor pledge and receivable collections, and work with the auditors to ensure overall compliance with accounting/tax requirements. The Director of Finance will supervise the part-time Finance Assistant, as well as seasonal finance intern(s) who may be hired from time to time. The ideal candidate will be a proactive, hands-on, forward-thinking leader who, in partnership with the Executive Director and Managing Director, will have responsibility for developing overall strategy related to the finance functions of the organization. Due to the supervisory and collaborative aspects of the role, the sensitive nature of the information managed, and necessary access to information, equipment, leadership, and stakeholders, the Director of Finance is an on-site role, located at ADF's main office, currently in Durham, NC, with limited remote work available as described below.

Salary and Benefits: Hiring range is \$65,000-\$75,000 depending on experience and qualifications. This is a full-time, exempt, in-person, 40-hour per week position. Off-season, this position works Monday-Friday which includes the option to work from home on either Tuesdays or Thursdays. Additional hours, both off and especially on season, may be necessary based on workload. ADF offers an excellent benefits package that includes holidays and Paid Time Off (PTO) days (vacation, sick time, and personal time), plus health, long and short-term disability, dental, and life insurance and a 401K with a 4% match.

The American Dance Festival has been a recognized leader in modern dance since 1934, presenting dance performances and offering educational opportunities and community programs while also maintaining an international reach. ADF ensures that modern dance remains a powerful and universal form of human expression and that this art form is accessible to all, now and for generations to come.

ADF prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We strongly encourage all qualified applicants to apply. We welcome people of all races, genders, identities, abilities/disabilities, ethnicities, religions, and other individual characteristics.

RESPONSIBILITIES include but are not limited to:

Finance

- Manage and oversee all financial operations by evaluating ADF's performance and potential risks
- Maintain appropriate internal financial controls and other compliance documents in accordance with timetables that will ensure availability and readiness of such records for scheduled monitoring and audit examinations to safeguard the assets of the organization and ensure the integrity of processes, financial data, and grant reporting
- Prepare monthly, quarterly, and year-end financial statements, budget status projections, investment reports, short and long-term cash flow projections, and any other financial analyses, as needed, and provide necessary accompanying schedules
- Act as liaison between Finance/Audit Committee, Managing Director, Executive Director, and Financial Advisor regarding investment account activity
- Support the timely preparation, review, and submission of financial reporting requirements to government, foundation, and financial institutions
- Complete annual property tax exemption application
- Assist Executive Director in developing annual operating budget; work with all department heads to establish accurate forecasts and to monitor variances
- Prepare and track grant budgets; prepare interim and final financial reports for grants
- Coordinate and oversee the annual audit and Form 990 tax return preparation with external auditors; prepare or acquire all necessary documentation and support
- Manage and oversee ADF's insurance (property, liability, cyber, auto, etc.)
- Serve as ADF's notary public; ADF will pay for the course if not already a notary public
- Evaluate processes and policies to identify inefficiencies and if present, recommend improvements to the Managing Director

Accounting

- Manage accounting software
- Advise ADF on finance and accounting protocols
- Oversee all accounts, ledgers, financial software and reporting systems and ensure that all financial data is recorded in an accurate and timely manner in compliance with GAAP

and FASB guidelines; make recommendations regarding recording certain types of entries based on GAAP accounting principles and tax regulations; maintain required accounting controls; uphold financial policies and procedures and ensure staff compliance

- Review and approve all expenditures, including cash, credit, and check signing
- Directly supervise part-time Finance Assistant: review and approve all journal entries, vendor payments, receivable entries, credit card reconciliations, and bank reconciliations; monitor performance; delegate and monitor projects and assignments
- Reconcile monthly balance sheet accounts; maintain appropriate back-up documentation
- Forecast, monitor, and ensure properly segregated cash balances to meet obligations

Human Resources

- Process bi-weekly payroll for full and part-time administrative staff, including seasonal summer staff employees
- Complete onboarding process for all full-time, part-time, and seasonal staff
- Manage and administer employee benefits (health insurance, disability, life insurance, 401k, and PTO), including selecting finalists and recommending providers and conducting annual evaluation and renewal of policy plans
- Maintain knowledge of and be able to effectively communicate information regarding employee benefits programs, including payroll deductions, PTO, health, dental, vision, supplemental insurances, and the retirement plan
- Approve expenses and timesheets as assigned
- Review and ensure state and federal compliance
- Work with One-Digital regarding health insurance renewal (December) and disability plan and life insurance (May)
- Facilitate staff background checks and Duke Minors training
- Track all PTO time

Seasonal Administration

- Prepare financial information for teaching faculty and musicians; process summer contractor payments
- Establish and implement payment schedule and execute payments for summer interns
- Work with Duke Parking for all summer-related campus parking needs
- Reconcile Duke University summer bill with support from the Executive Director and the Director of School Administration
- Hire and supervise seasonal intern; monitor performance; delegate and monitor projects and assignments

YOU WILL BE SUCCESSFUL IN THIS ROLE IF YOU:

- Are a forward-thinking leader and administrator, with the ability to ensure and maintain the accuracy and integrity of ADF's financial operations while being adaptable and flexible amidst continuous growth and change
- Are someone with initiative, who enjoys working as a team player to reach shared departmental and organizational goals

QUALIFICATIONS:

- At least 3-5 years of accounting experience, bachelor's degree in Accounting, or bachelor's degree in Business Administration with at least four completed accounting courses or equivalent.
- Strong knowledge of accounting principles pertaining to not-for-profit entities
- Supervisory experience
- Knowledge of payroll processing procedures
- Ability to effectively multi-task and prioritize, to establish timelines for accomplishing organizational goals, and to complete tasks in a timely manner
- Excellent analytical, problem solving, and organizational skills
- Excellent interpersonal and communication skills
- Ability to work both collaboratively and independently
- Accuracy and rigorous attention to detail
- Knowledge of Microsoft Word and advanced Excel
- Knowledge of Quickbooks accounting software

To apply:

Please email a cover letter, résumé, and three references to adf@americandancefestival.org with Director of Finance in the subject line by **December 5**. No phone calls, please.