

The School of American Ballet

AT LINCOLN CENTER

FINANCE ASSISTANT

The School of American Ballet (SAB), located at Lincoln Center for the Performing Arts in New York City, seeks a full-time Finance Assistant. SAB is the official academy of New York City Ballet, and enrolls 1,000 students annually in its winter and summer training programs. It is an independent 501(c) (3) not-for-profit organization. The Finance Assistant is a part of the team (five full time staff) who manage the School's \$15 million operating budget and provides financial and administrative support to other departments. This position reports to the Budget and Financial Analysis Manager.

Primary Responsibilities:

- Responsible for processing all bank deposits and posting of income received via cash, check, credit card or electronic transfer in general ledger
- Review and post monthly Lincoln Center invoices for facility related expenses; communicate with Lincoln Center finance team regarding billing questions
- Process monthly payments for student assistants
- Review and record monthly corporate credit card expense activity
- Track stock gifts and calculate valuation information
- Prepare and update pledges receivables worksheet and review with Development team on a monthly basis
- Manage quarterly Charitable Gift Annuity payment processing and maintain donor files
- Administer choreographic royalty contracts and payments
- Perform general ledger account reconciliations, and prepare journal entries
- Participate in year-end closing, annual audit, and tax filings
- Track and maintain employee sick and vacation time and calculate vacation accruals
- Perform other duties as assigned

Qualifications:

- Bachelor's degree required – preference will be given to candidates with degree in Accounting, Finance or Business Administration
- 2 to 3 years' of related work experience, non-profit background preferable
- Strong accounting, analysis and reporting skills
- Experience with cash collection procedures
- Proficiency in Excel; experience with Blackbaud's Financial Edge helpful, but not required
- Strong verbal and written communication skills
- Ability to multi-task, work under pressure, prioritize, and meet deadlines
- Exhibit discretion and professionalism

Submit resume and cover letter with expected salary to finance@sab.org. Qualified candidates will be contacted. **No phone calls or agencies please.** Superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits.

The School of American Ballet is an Equal Opportunity Employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.