

The School of American Ballet

AT LINCOLN CENTER

FINANCE ASSOCIATE

The School of American Ballet (SAB), located at Lincoln Center for the Performing Arts in New York City, seeks a full-time Finance Associate. SAB is the official academy of New York City Ballet, and enrolls almost 900 students annually in its winter and summer training programs. It is an independent 501(c) (3) not-for-profit organization. The Finance Associate is a part of the team (five full time staff) who manage the School's \$14.5 million operating budget and provides financial and administrative support to other departments. This position reports to the Budget and Financial Analysis Manager.

Primary Responsibilities:

- Prepare investment account reconciliations and journal entries; provide support in updating investment spreadsheets to track donor endowment value
- Develop schedules for annual operating budget and periodic updates
- Participate in the year-end audit, and Form 990 filing
- Perform general ledger account reconciliations, and prepare journal entries
- Prepare various financial reports including grant reports, bond compliance, and other management reports
- Perform reconciliation of the School's bank accounts
- Review and post monthly Lincoln Center invoices for facility related expenses; communicate with Lincoln Center finance team regarding billing questions
- Monitor choreographic royalty contracts and payments
- Work with Development team in reviewing entries before posting to General Ledger; track stock gifts and pledges receivables
- Manage quarterly Charitable Gift Annuity payment processing and maintain donor files
- Responsible for PP&E accounting and records; develop an asset tagging system in conjunction with IT Manager
- Track and maintain employee sick and vacation time and calculate vacation accruals

Qualifications:

- Bachelor's degree – accounting major preferred
- 3-4 years' of related work experience, non-profit background preferable
- Strong accounting, analysis and reporting skills
- Proficiency in Excel; experience with Blackbaud's Financial Edge helpful, but not required
- Ability to multi-task, work under pressure, prioritize and meet deadlines
- Must be very accurate, detail oriented with excellent interpersonal skills

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.