



DIRECTOR OF FINANCE

Organization Overview

The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of youngsters to train at the highest level – with 20-25 a year going on to dance for New York City Ballet, our official but independent company, and other major ballet companies worldwide. SAB has a far-reaching impact on the art form and enriches the lives of each student who comes through our doors, over 1,000 annually.

Position Overview

The Director of Finance is a key member of the School's senior leadership team, overseeing the School's financial strategy and operations and ensuring the fiscal integrity and vitality of the organization, which has a \$15 million operating budget and \$80 million endowment. Reporting to the Executive Director, the Director of Finance supervises a finance team of 4 staff members and works collaboratively with the Executive Director, administrative department heads, the Lincoln Center finance team, and the School's external investment and audit professionals. The Director of Finance is also the staff liaison to the Board of Directors' Investment Committee and Budget, Audit and Compensation (BAC) Committee.

Key Responsibilities

Financial Strategy

- In collaboration with the Executive Director, provide strategic thinking and leadership around financial operations, compliance and resource development, including building the unrestricted operating reserve that allows for strategic flexibility.
- Oversee the creation and management of the annual operating budget, capital budget, as well as longer term financial planning; prepare various budget schedules and analysis.
- Provide timely, accurate reporting of financial results, including budget forecasts, variance analysis and suggestions for improving operational efficiency and financial vitality.

Financial Operations

- Ensure delivery of an on-time, unqualified annual audit.



- Ensure preparation of regular financial reports and packages for the Board and BAC Committee; share Investment reports with Investment Committee provided by Outsourced Chief Investment Officer (OCIO) consultant.
- Oversee investments and endowment tracking; serve as the main contact with the School's custodian and OCIO team.
- Ensure effective finance functions including accounting, budgeting, student billing, cash flow projections, reporting, tax filings, banking relationships, loan compliance, payroll and audit.
- Prepare various finance related board resolutions and confirm timely execution.
- Oversee the implementation of any new software and systems to increase the finance team's accuracy and efficiency.
- Lead, develop and support the finance team; provide professional development opportunities and mentorship.

Compliance, Control and Risk Management

- Ensure compliance with generally accepted accounting principles and all applicable federal, state and local laws and regulations.
- Ensure internal control processes are adequate to detect and prevent fraud and to protect the School's resources and assets.
- Ensure the School is protected with appropriate insurance policies and risk management procedures.

Qualifications

- Bachelor's degree in accounting, finance, business or related field. MBA/CPA preferred.
- 10+ years experience in non-profit accounting or finance.
- Demonstrated strength as a manager, experience supervising and mentoring staff.
- Experience working with a non-profit Board of Directors.
- Excellent attention to detail and ability to strategize on both a micro and macro level.
- Strong written, oral and analytical skills.
- Commitment to SAB's mission and core values.

To apply, please send a cover letter and resume to **FinanceDirector@sab.org**. No phone calls please.

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.