

FINANCE ASSOCIATE

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 students 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 Description

The Finance Associate is part of the team (five full time staff) who manage the School's \$14.5 million operating budget and provide financial and administrative support to other departments to ensure the financial integrity of the organization. This position reports to the Senior Manager, Budget and Financial Analysis. SAB administrative staff is currently on a hybrid schedule, alternating working remotely and on-site.

Primary Duties:

- Reconcile School's bank accounts on monthly basis
- Responsible for reviewing income deposit logs compiled by the Finance and Student Billing Assistant
- Work with Development team in reviewing contributed income entries before posting to General Ledger
- Prepare monthly investment account reconciliations and journal entries for the School's investment portfolio of over \$80M; track stock gifts and calculate valuation information
- Manage quarterly Charitable Gift Annuity payment processing and maintain donor files
- Review monthly Amex corporate credit cards entry prepared by the Finance and Student Billing Assistant
- Review and post monthly Lincoln Center invoices for facility related expenses; communicate with Lincoln Center finance team regarding billing questions; prepare Lincoln Center constituent reporting requests
- Prepare and update pledges receivables worksheet and review with Development team on a monthly basis
- Prepare schedules for annual operating budget and periodic updates; provide budget support to the departments by extracting reports from general ledger
- Prepare general ledger account reconciliations, and journal entries
- Participate in year-end closing, audit, and annual tax filings
- Responsible for PP&E accounting and records
- Prepare various management reports as needed
- Monitor choreographic royalty contracts and payments
- Perform other duties as assigned and provide back-up for other members of Finance staff

Qualifications:

- Bachelor's degree required – Accounting, Finance or Business Administration preferred
- 3 to 4 years 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

- Strong verbal and written communication skills
- Ability to use electronic files and processes efficiently and effectively
- Ability to multi-task, prioritize and meet deadlines
- Must be very accurate and detail oriented
- Discretion, confidentiality and professionalism essential
- Commitment to SAB's mission and core values

Submit resume and cover letter with expected salary to finance@sab.org with the email subject "Finance Associate." Please mention how you learned of the posting. Qualified candidates will be contacted. **No phone calls or agencies please.**

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

July 20, 2021