

Atlanta Ballet
Chief Financial Officer

ROLE DESCRIPTION:

This Chief Financial Officer position is a full-time, exempt, salaried leadership role reporting to the Executive Director of the Atlanta Ballet, and will direct all aspects of accounting and financial management from both a strategic and operational perspective. The Chief Financial Officer will serve as a member of the Senior Management Team collaborating with and advising the Executive Director, Chief Marketing Officer, Development Director, Artistic Director and Atlanta Ballet Centre for Dance Education teams, as well as managing the financial reporting to the Board of Trustees and statutory agencies. He or she will play a critical role in leading the organization through a period of progressive nonprofit organizational change and development with a keen focus on setting and delivering fiscally responsible strategic growth and program investment plans and actions. Duties and responsibilities include, but are not limited to:

ACCOUNTING AND FINANCIAL MANAGEMENT:

Responsible for fiscal management of all Ballet activities, including financial reporting, cash management, oversight of accounts payable, accounts receivable, payroll and human resources -

- Directs and ensures timely and accurate preparation of all budgets, long-range operating and financial plans, periodic financial reports, analyses and other internal and external financial and operating reports as requested;
- Prepares and maintains financial records and statements in conformance with Generally Accepted Accounting Principles (GAAP);
- Maintains effective communications with the Treasurer of the Board, the Finance Committee, and other Board members as appropriate;
- Recommends and implements policies to strengthen the accounting operations, internal controls and financial management of the Ballet;
- Manages the cash flow position of the Ballet, proactively, and works with each Team Leader to ensure collaboration in estimating cash revenue and expenditures;
- Ensures that assets of the Ballet are managed and conserved in accordance with institutional goals and policies;
- Ensures compliance with all regulatory requirements pertaining to financial operations and taxation. Develops systems to comply with corporate governance policies and regulations. Fulfills fiduciary responsibility for accurate and timely communication of known problems and their corresponding solutions;
- Participates, as required, in the negotiations of collective bargaining agreements with local IATSE union and assists in the administration of those agreements;
- Establishes and maintains effective relationship with financial service providers including: independent auditors, banks, brokers, insurance providers, etc.;
- Oversight of the accounts payable, accounts receivable and payroll functions;
- Oversight on other administrative responsibilities including IT coordination;
- Lead and manage IT systems enhancements, applying expertise in business systems, processes and technology;
- Lead the continuous improvement assessment of technology systems for finance, marketing, school and fundraising;

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- Constantly suggest and lead business process and technology improvements;
- Manage all general business services including procurement, property management, contracts and risk management;
- Administer all financial and operational matters;
- Keep abreast of current trends in business and industry;
- Oversees the development and administration of all employee benefits programs;
- Works cross-functionally to achieve institutional objectives, maintaining productive relationships across departments to ensure that financial goals are effectively advanced.

SUPERVISORY RESPONSIBILITIES:

Oversight of the Accounting Department -

- Establish clear roles and responsibilities for accounting staff;
- Mentor and support staff to facilitate professional growth;
- Set objectives consistent with accounting functions and practices, linked to performance outcomes.

THE CANDIDATE

The Atlanta Ballet is an equal opportunity employer, and respecting diversity is a strong value. The ideal CFO candidate will have a strong financial and IT background, ideally in both nonprofit and corporate settings. The CFO will have outstanding interpersonal and team skills, and passion for the mission of the Atlanta Ballet.

The following skills set and attributes are valuable to the role:

- A broad strategic perspective, with demonstrated acumen in financial analysis, budgeting, projections and systems.
- Demonstrated proficiency with Microsoft Office products with particular emphasis on Excel skills.
- Bachelor's degree in Accounting or Finance required - CPA preferred.
- Proven skills as a team player and collaborative leader.
- Innovative in problem solving, idea generation and management style.
- Appreciative and welcoming of all kinds of diversity.
- An approach that is open, collaborative and accessible.
- Passion for the mission and purposes of the Atlanta Ballet.
- Superior communications skills and ability to identify and bring forward issues and opportunities.
- Passion for continuing improvement, both personal and organizational.
- A good sense of humor and willingness to Do Whatever It Takes

Salary and benefits are competitive, depending on qualifications.

Atlanta Ballet History

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In 1929, Dorothy Alexander launched the dance group that would grow into today's vibrant Atlanta Ballet. In over 80 years, we've had just three artistic directors - Dorothy Alexander, Robert Barnett and John McFall - who have brought imagination and innovation to the stage as well as to the community through outreach and education. Currently, Atlanta Ballet's administration is led by Executive Director, Arthur Jacobus.

Atlanta Ballet is also the home to the Centre for Dance Education, founded in 1996 and led by Dean, Sharon Story. Since its founding, the Centre has become one of the top ten dance education facilities in the country and continues to set a high standard for excellence. It is accredited by the National Association Schools of Dance.

Send resume, cover letter, and references to Bradley Renner, Executive Assistant, Atlanta Ballet, 1695 Marietta Blvd. NW, Atlanta, GA 30318 or email to brenner@atlantaballet.com. No phone calls please. Posting closes July 30, 2010.