

Entry Level Staff Accountant (Downtown Dallas) 2019

July 22,

Dallas Black Dance Theatre, a Non-Profit Arts Organization in Downtown Dallas is seeking an entrepreneurial minded accounting professional for a full-time position. The Staff Accountant will play a very important role in the accurate and timely entry of financial data and reporting to management. This individual must possess great attention to detail, strong financial acumen, high aptitude for technology and financial systems and a strong desire and ability to work within a dynamic environment.

Qualifications:

- 4-year Accounting degree required.
- 3-5 year's minimum experience in non-profit accounting field.
- Working knowledge of non-profit accounting standards.
- Expert in QuickBooks and experience in Microsoft Office (Excel and Word).
- Strong analytical and problem solving skills.
- Must have above average organizational and communication skills. Detail oriented.
- Ability to read and comprehend instructions, correspondence, and documents.
- Ability to create routine reports and correspondence.
- Ability to meet deadlines and manage multiple tasks.
- Ability to carry out instructions and arrive at practical solutions.
- Ability to define problems, collect data, establish facts, and present a valid conclusion.
- Ability to work in a fast paced, dynamic deadline driven environment.
- Team player with the ability to adapt and be flexible but able to work independently as well.
- Excellent written and verbal communication skills.

Desired Skills:

- Ability to multitask
- Ability to train and develop employees
- Encourages teamwork and positive morale
- Ability to relate and work across divisional lines
- Ability to view business from detail and strategic levels
- Ability to interface and present ideas to senior level management
- Experience with Tessitura a plus

Compensation: \$15-22 depending on experience

Email resume, cover letter and reference list to admin@dbdt.com

No later than 5:00 p.m. on July 29, 2019

Location: Dallas, TX

Principals Only

No phone calls please.