

STAFF ACCOUNTANT

Job Description—September 2021

Status: Exempt



PRIMARY FUNCTION

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 an important role in the accurate and timely entry of financial data and reporting to management. This individual must possess great attention to detail, well organized, strong financial acumen, high aptitude for technology and financial systems and a strong desire and ability to work within a dynamic environment.

DESIRED SKILLS

- Ability to multitask
- Very Well Organized
- 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

QUALIFICATIONS

- 4-year Accounting degree required.
- 3-5year's minimum experience preferable 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 in a high-volume environment.
- Ability to carry out instructions and arrive at practical solutions.
- Ability to define problems, collect data, establish facts, and develop a solution.
- Ability to work in a fast-paced, dynamic, and 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.

Compensation: DOE

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

No later than 5:00 p.m. on September 30, 2021

Location: Dallas, TX

Principals Only

No phone calls please.