

STAFF ACCOUNTANT

Job Description

Status: Full-Time, Exempt



ABOUT DALLAS BLACK DANCE THEATRE

Dallas Black Dance Theatre is an internationally recognized professional dance company that presents contemporary modern dance from the African American experience.

JOB SUMMARY

The Staff Accountant performs according to the established procedures of moderately complex accounting activities relating to internal control systems, maintenance of complete and accurate general ledger, financial statements, and resultant managerial reports by paying attention to small details as miscalculations can lead to misinterpretation.

RESPONSIBILITIES & DUTIES

- Completely communicate financial information to all internal and external contacts.
- Builds relationships with others to actively gather and prepare process narratives/flowcharts, monthly journal entities, reconciliations, income statements, balance sheets and corresponding financial, audit worksheet analysis and grant reports.
- Data Processing - Posting of payment receipts from Academy and receipts from mail or ACH, process deposit slips, Credit card payments posting, payable payment processing and cutting of checks.
- Analysis and Reconciliation – Credit Card reconciliation, audit worksheet analysis and timesheet analysis for payroll.
- Cash Management - Prepare daily Cash report of receipts coming in and scheduled disbursements.
- Willing to work during shows and performances, fundraising events, and board meetings in addition to office hours.
- Support the policies and goals set by Dallas Black Dance Theatre's Board of Directors.
- Completes special projects as assigned.

QUALIFICATIONS

- 4-year accounting degree required.
- 3 year's minimum experience preferable.
- Working experience in non-profit, preferable.
- Expert in QuickBooks and experience in Microsoft Office (Excel and Word).
- Strong analytical and problem-solving skills.
- Detail oriented and excellent skills in time management, prioritization, and organization skills.

- 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 use good financial judgment to develop solution.
- 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.
- Accounting and Analytical tests will be conducted in person with required 90% passing grade.

COMPENSATION

Salary based on experience; ranges from \$50,000 to \$65,000. Dallas Black Dance Theatre's benefits include employer-provided health, dental and vision insurance, life insurance, and a retirement plan.

To apply for this position, email your cover letter, resume and salary requirement to jobs@dbdt.com. No phone calls, please.