



About Nevada Ballet Theatre:

Now celebrating its 49th Year, NBT continues to bring the Las Vegas and Southern Nevada community closer to the art form of dance. With professional Company productions at The Smith Center for the Performing Arts, where it is the Resident Ballet Company, an affiliated Ballet and Dance Academy, as well as numerous Education and Outreach programs, NBT is at the heart of Las Vegas' cultural landscape.

To apply for this position. Please send your resume and cover letter to: mcaffrey@nevadaballet.org

CHIEF FINANCIAL OFFICER

Position Summary:

This position is a hybrid CFO/Controller position with two (2) direct reports. The Chief Financial Officer (CFO) is a hands-on financial professional and accountant responsible for direct management, oversight, and performance of all financial activities including accounting, payroll and financial management. The CFO is also responsible for the management and performance of the organization's human resources and risk management departments and activities. In addition, the CFO oversees the IT services for the organization (external vendor relationship). The CFO plays an integral role in setting organization-wide strategic direction, decision-making, and the development and implementation of initiatives designed to build long-term financial stability. The CFO reports directly to the CEO, and is involved in supporting the mission of the company, setting strategic goals and direction, and serving as a leader and decision maker.

Essential Duties and Responsibilities:

- Oversee the structure, staffing, goal setting, management, oversight, supervision of staff, and accountability of finance, accounting, and human resources departments and functions. Also oversees the activities and performance of external IT providers.
- Oversee the activities of the accounting department for the accurate and timely completion of all accounting activities allowing for successful and accurate completion of financial reports including, but not limited to, internal and external monthly financial statements, annual audits (financial statement, workers compensation, etc.) and annual budgets.
- Actively participates in the timely processing of weekly payroll, AP and other disbursements, and the processing of incoming receipts and assures that all processes are completed each week per internal controls.
- Actively participates in:
 - disbursement function to ensure the proper preparation, with supporting documentation, approval of accurate coding and timely processing of accounts payable, purchase orders, petty cash, payroll processing, etc.
 - incoming receipts function to ensure the proper preparation/coding, accurate and timely management of all forms of incoming revenue to include tuition, fees, ticket sales, donations, etc.
- Works with external accounting firm for the tracking of fixed asset ledgers and depreciation schedules.
- Participates in the period close processes (monthly, quarterly if needed, annually) and is responsible for preparation and booking of recurring journal entries if needed and overseeing the proper reconciliation of all balance sheet accounts.

- Assures that all cross-departmental reconciliations and project reporting is completed monthly or as projects are completed.
- Reviews the GL regularly, document and complete correcting/adjusting entries as needed. Approves other journal entries weekly and monthly, as needed.
- Prepares and communicates monthly and annual financial statements including variance analysis and other supporting materials and other analytical reports.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data.
- Oversee cash flow planning and ensure availability of funds as needed and reports weekly cash position and disbursement activities to the CEO.
- Oversee cash, investment, and asset management.
- Oversees all banking relationships.
- Develop and utilize financial analyses to provide insight into the organization's operations and business plans.
- Develops the organizational budget working in concert with all departments and actively participates in the monitoring and management of departmental budgets.
- Serve as a liaison to the finance committee of the board of directors.
- Represent the organization to financial partners, including financial institutions, auditors, donors, insurance agents, other community organizations and businesses, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Ensure maintenance of appropriate internal controls and financial procedures. Including review, testing and revision as needed in coordination and consultation with the company's accounting firm.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting to the CEO, Board of Directors, organizational leadership, donors/funders and departments as needed.
- Coordinate successful completion of audits and timely filing of tax returns and other required filings as needed.
- Ensure legal compliance regarding all financial and human resource functions and assure that the company is following all federal, state and local laws.
- Assess, report and mitigate against risks to the organization; oversee coordination of security, safety and risk management functions across all departments, activities and facilities.
- Develop annual goals for department staff that include timelines, procedures and accountabilities to be accomplished in meeting organizational objectives.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data.
- Assist in preparation of special financial reporting, grant or operating reporting and analysis, forecasts or other studies and reports as required.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Participate in the recruitment process of appropriate team members; train team members in work procedures. Participate in policy development.
- **Education and Experience Requirements:**
- Non-profit financial experience is required including a clear understanding of proper contribution recognition across unrestricted and restricted contributions and the proper release, tracking and presentation of contributions.
- Understanding FASB rules related to non-profits is also required.

- Experience with cost accounting and other accounting methods for a variety of program services.
- Bachelor's degree in finance, business administration, or a closely related field.
- Five (5) years of management experience in finance and accounting.
- Equivalent combination of formal education and appropriate related experience may be considered.
- Non-profit accounting experience including clear understanding of FASB rules, tracking and release of temporarily restricted contributions as well as cost/project accounting is required.
- Hands-on, extensive knowledge of all areas of Quickbooks Enterprise/Premiere including custom report design as well as export and design of reports is required.
- Microsoft Office software including, but not limited to, MS Word and MS Excel.
- Understanding of computer network administration is helpful
- Passion for the performing arts is desired

License & Certification Requirements: CPA helpful but not required.

Additional Required Knowledge and Skills:

- Hands-on experience with the preparation of accurate internal financial statements, ad-hoc financial reporting, cross departmental reconciliations and reporting, budgets and design and development of other meaningful financial reports.
- Principles and practices of budget development and administration.
- Principles, practices and procedures of GAAP and FASB.
- Leadership and administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management.
- Developing and implementing policies, procedures, and internal controls.
- Establishing and maintaining excellent working relationship with vendors, suppliers, banking partners, contracting partners and other external business entities.
- Gathering and compiling information; preparing accurate and analytical reports and summaries.
- Maintaining all records in a secure fashion and ensuring redundancy and backups for all financial and human resources data and systems.
- Knowledge of technology associated with duties performed.
- Using initiative and independent judgment within general policy guidelines.
- Communicating effectively in oral and written forms and able to communicate with staff, managed, board committees and the Board.
- Adapting constantly to a fast-changing organizational and external environment.

Working Conditions and Physical Effort:

- Physical ability and mobility to work in a typical office setting and use standard office equipment.
- Strength to lift materials weighing up to 10 pounds.
- Stamina to sit and work with computer for an extended period of time.
- Attendance will be expected at events that occur outside of normal business hours.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required in the job.

Employment Type and Compensation:

Full Time, exempt

Salary commensurate with experience

Benefits include paid vacation and sick plus 8 holidays and 1 floating holiday; medical, dental, and vision insurance is available.