

Hiring Company: Texas Ballet Theater

Position Title: Accounts Payable/Accounts Receivable Coordinator, Hourly

Location: Fort Worth, Texas; Hybrid Remote and in Office

Organization Overview

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQ Communities.

What We Have to Offer You

- Benefit package which includes health insurance, time off benefits and a 403B plan (including a match within allowable limits).
- A respected and successful company.
- A safety-oriented company: TBT has a COVID-19 vaccine mandate.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.
- A leadership team dedicated to staff, students and dancers, and to achieving the organizational mission.

About Your Manager

- Position reports to the Director of Finance.
- People-oriented.
- Accurate, highly detailed.
- Looks for logical solutions to challenges.
- Focuses on building good relationships across the organization.
- Fast paced, patient, goes the extra mile to ensure understanding when questions.

Department Description

The finance department is a small group of three who interact with every department within Texas Ballet Theater, from Artistic/Production to Maintenance, Development to Box Office and Marketing. We work together to keep the financials of the organization accurate. Finance includes not only AP/AR but also payroll, cash management, fiscal budgets, and general accounting. The financial and 403b audits and 990 tax returns are also part of our responsibilities. We work year-round on projects for the Board and Executive Director.

Summary of the Position

This is a 5 day a week (30 hours) Monday – Friday position with flexible hours during the business day. This position is a full time, hourly position which includes a robust benefit plan. The successful candidate will be initiative-taking and detail-oriented. Be able to assist the Director of Finance with day-to-day activities required to sustain the ballet's financial infrastructure.

Roles and Responsibilities

Include, but are not limited, to the following:

- The Accounts Payable/Accounts Receivable Coordinator is responsible for accurate daily data entry into the QuickBooks general ledger accounting system. This includes all Accounts Payable and Accounts Receivable.
- Working with all departments to coordinate the accuracy of AP/AR.
- Conducts day to day tasks in a financially prudent and ethical manner.
- Builds and maintains professional relationships with a wide range of stakeholders, including vendors, co-workers, donors, Board of Directors, patrons, and school parents.
- Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving multiple variables, and the ability to address and handle customer and employee personalities in various business situations.

Attributes Needed to Be Successful

- A proven history of 2 or more years of progressive experience coordinating accounts payable and receivable functions, preferably in a non-profit setting.
- Professional communication skills, including the ability to present information.
- Balance multiple demands, prioritize tasks, and retain clear focus.
- A proven history of personal and professional integrity.
- Demonstrate proficiency in accounting.
- Ability to email professionally with vendors.
- Ability to write professional correspondence, effectively present reports one-on-one or to small and large groups of staff members and community partners.
- Ability to calculate figures using mathematics and understand accounting principles.
- Initiative-taking style, able to move forward even when obstacles are encountered.
- Understanding and ability to use reporting processing systems, spreadsheet software and word processing software, i.e., MS Word, Excel, and Power Point.

Qualifications for this Role

Bachelor's Degree in Business is preferred or some college classes in accounting and at least 2 years of accounts payable and accounts receivable business experience is required. Must be proficient in accounting software, QuickBooks is preferred.

Please submit resume and letter of interest. Letter of interest should include why you are seeking this position and outcomes you've achieved with similar positions and institutions. Please submit resume and letter of interest to humanresources@texasballet.org.