

# TBT TEXAS BALLET THEATER

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Hiring Company Name: Texas Ballet Theater  
Hiring Company Industry: Performing Arts  
Position Title: Accounting Manager, Exempt, 40 hours weekly  
Reports To: Director of Finance  
Location: Fort Worth, TX

## 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 LGBTQIA communities.

## What We Have to Offer You

- Benefit package which includes health insurance, time off benefits and a 403(b) 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.

## 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 403(b) audits and 990 tax returns are also part of our responsibilities. We work year-round on projects for the board and Executive Director.

## **SUMMARY**

The successful candidate will be an initiative-taking, detail-oriented leader. They should be able to assist the Director of Finance with day-to-day activities required to sustain the ballet's financial infrastructure. This position requires proficient accounting and organizational skills as well as the ability to work in a collegial and productive manner with all staff, volunteers, industry peers, board committees, and the philanthropic community, public agencies, and other stakeholders on whom the ballet depends. This is a full-time exempt position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited, to the following:

- Reporting directly to the Director of Finance, the Accounting Manager is responsible for consolidating accurate data entry into the QuickBooks general ledger accounting system for monthly reporting.
- Works with all departments to coordinate the accuracy of payroll functions, including compensation rates, paid time off, and all benefits as well as union employee payroll and benefits.
- Oversees the entire payroll process, including processing new hire paperwork, QuickBooks entry, balancing, submission, payroll taxes, other benefit payments, 403(b) review and submission and monthly liability account reconciliations.
- Working with the Director of Finance, assists in developing short and long-range financial goals, operating plans, policies, and objectives in support of the goals adopted by the Board of Directors.
- Assists Director of Finance in assuring full compliance with local laws, regulations, and governance requirements, including labor law, tax law, social security and all relevant accounting laws pertaining to Texas.
- Builds and maintains professional relationships with a wide range of stakeholders, including employees, vendors, co-workers, donors, Board of Directors, patrons, and parents.

## **REQUIRED SKILLS**

- Professional communication skills, including the ability to present fiscal information and reports to the Director of Finance, Executive Director, and/or other groups as needed.
- Balance multiple demands, prioritize tasks and retain clear focus.
- Personal and professional integrity and a demonstrated commitment to the highest ethical standards.
- Long-term strategic thinking with the ability to tactically implement.
- Professional style, image, and demeanor.
- Ability to research, read and put into practice IRS and/or other governing authorities' documentation.
- Have knowledge of and ability to research GAAP.
- Effective communicator with a history of maintaining positive relationships with managers, co-workers, and business partners.
- Initiative-taking style, able to move forward even when obstacles are encountered.
- Patient yet persistent in getting decisions implemented.

## **EDUCATION**

Bachelor's Degree in Accounting, Finance, or a Business field from a college or university. A proven history of 5-7 years of progressive experience coordinating finance, accounting, and budgeting, preferably in a non-profit setting. Must be proficient in QuickBooks accounting software.

**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.**