

Position Title: Manager, Finance & Accounting, Full Time Exempt

Reports To: Director of Finance & Administration

Location: Fort Worth, Texas

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 – the 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 are committed to creating an inclusive, welcoming, and respectful environment for all employees.

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.
- Being a part of the arts while investing in the Fort Worth and Dallas Communities.
- A leadership team dedicated to staff, students, dancers, the arts, our community and to achieving the organizational mission.

Position Description

The **Manager, Finance & Accounting** oversees the organization's accounting operations, financial reporting, payroll, internal controls, and regulatory compliance. This role ensures accurate financial management, supports strategic decision-making, and maintains adherence to all applicable laws and standards.

Key Responsibilities:

- Manage the full-cycle payroll process using QuickBooks Enterprise, including new hire setup, payroll processing, tax filings, benefit payments, 403(b) contributions, and monthly reconciliations.
- Collaborate with internal departments to ensure payroll accuracy related to compensation, paid time off, benefits, and union employee requirements.

- Support the Director of Finance in ensuring compliance with federal, state (Texas), and local regulations, including labor laws, tax requirements, and accounting standards.
- Oversee core accounting functions, including general ledger, accounts payable, accounts receivable, payroll, and financial reporting.
- Prepare and review journal entries, balance sheet reconciliations, audit schedules, 1099 filings, and supporting documentation for IRS Form 990.
- Produce accurate and timely financial statements, including balance sheets, income statements, functional expense reports, and cash flow analyses.
- Partner with leadership on budgeting, forecasting, and financial planning initiatives.
- Evaluate and enhance accounting systems, processes, and internal controls to improve efficiency and accuracy.
- Play a key role in coordinating and supporting the annual external audit.
- Perform ad hoc financial analysis and reporting as needed.

Required Skills & Competencies

- Strong understanding of GAAP and nonprofit accounting principles.
- In-depth knowledge of payroll regulations, including wage and hour laws.
- Ability to interpret and apply IRS regulations and guidance.
- Experience with revenue recognition and financial compliance.
- Excellent analytical, organizational, and problem-solving skills.
- Strong communication skills, with the ability to present financial information to senior leadership.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Collaborative, strategic mindset with a focus on continuous improvement.
- High level of integrity and commitment to ethical standards.
- Proven ability to build and maintain effective working relationships.
- Proactive, solution-oriented approach with persistence in driving results.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- 5–7 years of progressive experience in accounting, finance, payroll, and budgeting, preferably within a nonprofit organization.
- CPA designation strongly preferred.
- Proficiency in QuickBooks Enterprise (preferred).
- Experience with financial reporting and analysis.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated experience managing budgets and working cross-functionally.

Represent TBT with integrity, credibility, and curiosity.

Interested candidates should submit a resume and cover letter. Only shortlisted candidates will be contacted for interviews.