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| **Job Title:** Finance Manager | |
| **Reports to:** Chief People & Administrative Officer | |
| **Program/Department:** Administrative | |
| **FLSA Status:** Exempt | **Schedule:** Full-Time |

**SUMMARY**

The **FINANCE MANAGER** is the senior accounting professional for Oklahoma City Ballet, responsible for leading all day-to-day finance operations and ensuring accurate, timely, and transparent financial reporting. This position partners closely with the Executive Director, senior staff, and the Board of Trustees finance leadership to support the Artistic, Production, School, Community Engagement, Administrative, Development, and Communications department activities of the organization.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

**Financial Management & Reporting**

- Oversee all general ledger activity, accounts, and financial records, ensuring compliance with GAAP and nonprofit best practices
- Prepare monthly financial statements, including balance sheet, income statement, cash flow, and budget vs. actual reports for leadership and the Board of Trustees
- Develop, monitor, and update cash flow projections; recommend strategies to maintain adequate liquidity
- Lead the annual budgeting process in collaboration with the Executive Director and department leadership, to create a comprehensive organizational budget
- Works closely with the leadership of each department and serves as staff liaison to the Finance Committee and, as appropriate, the Audit or Investment Committees
- Provide clear, concise financial reports and analysis for Board of Trustee and Finance Committee meetings, including variance analysis and forecasting

**Accounting Operations & Internal Controls**

- Supervise full-cycle accounting, including accounts payable, accounts receivable, payroll review, and monthly reconciliations
- Supervise timely reconciliations of all bank, credit card, and investment accounts and resolve discrepancies promptly
- Maintain and enhance internal controls, financial policies, and procedures to safeguard assets and ensure integrity of financial data
- Oversee the chart of accounts and coding practices to ensure accurate tracking by program, department, and funding source (including restricted vs. unrestricted funds)
- Review and approve journal entries, expense allocations, and adjustments

**Audit, Compliance, and Risk Management**

- Lead preparation for and coordination of the annual financial audit and/or review, including preparation of schedules and supporting documentation
- Serve as primary liaison with external auditors, investment advisors, and other financial consultants
- Oversee compliance with federal, state, and local regulations, including payroll tax, sales/use tax, charitable registrations, and other required filings
- Support preparation of financial components of grant reports, contracts, and regulatory submissions

- Monitor and help manage financial risk, including appropriate insurance coverage in coordination with leadership

**Partnering with Artistic, Production, School, Community Engagement, Administrative, Development, and Communications Departments**

- Work with the Development team to track pledges, contributions, sponsorships, and grants, ensuring proper restriction tracking and timely release of restricted funds
- Provide financial reports to the Grants Manager as requested
- Collaborate with the Artistic, Production, School, and Community Engagement teams to build and monitor program and production budgets, including tuition, performance revenue, production costs, and touring activity
- Provide financial guidance and training for department managers to support informed decision-making and responsible budget management

**EDUCATION AND EMPLOYMENT EXPERIENCE**

- Bachelor's degree in accounting, finance, or related field required; CPA or advanced degree preferred
- 5-7+ years of progressive accounting/finance experience, including experience in nonprofit finance; arts or cultural organization experience strongly preferred
- Demonstrated experience with budgeting, financial analysis, and cash flow management
- Experience managing or overseeing payroll, accounts payable/receivable, and general ledger processes
- Previous leadership experience in a small to mid-sized nonprofit or performing arts environment preferred

**OTHER REQUIREMENTS**

- Proficiency with Quickbooks, Outlook, Word, Excel, PowerPoint, database software, phone, desktop and portable computers, and electronics
- Strong knowledge of GAAP and nonprofit accounting, including fund accounting and restricted/unrestricted net assets
- Strong communication skills, with the ability to explain financial concepts to non-financial staff and board members
- Exceptional attention to detail, accuracy, and organizational skills, with the ability to meet deadlines in a fast-paced, seasonal workflow
- Familiarity with ticketing, school registration, and donor CRM systems and their integrations with accounting preferred
- Demonstrated integrity, discretion, and commitment to maintaining confidentiality of financial and personnel information
- Enthusiasm for ballet and the performing arts and alignment with Oklahoma City Ballet's mission and values
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND SCHEDULE**

This is primarily an on-site position, with some flexibility as determined by OKCB policy, requiring general mobility in an office environment as well as various off-site locations as needed. Must be able to operate computers and standard office equipment. General office hours are Monday through Friday 9am to 5pm, but some evenings and weekends are required for meetings and performances.

**BENEFITS AND COMPENSATION**

The salary range for this position is $70,000 - $85,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at $4,374.25 annually; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

**APPLY**

To apply, send your resume, cover letter, and three references to Jobs@OKCBallet.org. The position will remain open until filled.

**EEO STATEMENT**

**Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless of if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.**

**Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.**

**We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.**