

TEXAS BALLET THEATER

Hiring Company Name: Texas Ballet Theater
Hiring Company Industry: Performing Arts
Position Title: **Accounts Payable/Accounts Receivable Coordinator**
Reports To: Director of Finance
Location: Fort Worth, Texas

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 50+ year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

SUMMARY

The successful candidate will be highly motivated and detail oriented. He/She 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 understanding of accounting and organizational skills as well as the ability to work in a collegial and productive manner with all internal departments as well as volunteers and industry peers. This is a full time hourly position.

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

- Reporting directly to the Director of Finance, 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.
- Build and maintain professional relationships with a wide range of stakeholders, including vendors, co-workers, donors, Board of Directors, patrons and parents.

RECOMMENDED SKILLS AND QUALIFICATIONS

- A proven track record of 2-3 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 and reports to the Director of Finance and other departments.
- Balance multiple demands, prioritize tasks and retain clear focus.
- A proven track record of personal and professional integrity.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION

Bachelor's Degree in Business from a college or university is preferred. Some college and 3-5 years of accounts payable and accounts receivable business experience is required. Must be proficient in QuickBooks accounting software.

REQUIRED SKILLS

- Integrity and a demonstrated commitment to the highest ethical standards.
- Effective communicator with a history of maintaining positive relationships with managers, co-workers, Board of Directors and business partners.
- Proficient in multitasking with attention to detail.
- Proactive style, able to move forward even with obstacles are encountered.
- Patient yet persistent in getting decisions implemented.
- Regular and reliable attendance is required.

LANGUAGE SKILLS

Ability to read and interpret instructions and correspondence. Ability to write professional correspondence; effectively present reports one-on-one or to small and large groups of staff members and community partners.

MATHEMATICAL SKILLS

Ability to calculate complex figures and amounts such as discounts, interest, commissions, proportions, percentages, and ability to apply advanced mathematics, accounting, financial, and investment principles.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address and handle customer and employee personalities in various business situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have advanced knowledge of accounting software; internet software; reporting processing systems; spreadsheet software and word processing software, i.e., MS Word and Excel, and Power Point and QuickBooks.

APPEARANCE AND GROOMING

All office staff members are required to present themselves in a professional style, image and demeanor as set forth by management.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Texas Ballet Theater is an equal opportunity employer.