

**Tulsa Ballet Theatre, Inc.**  
**DIRECTOR OF FINANCE**  
**Full Time Exempt**

**Reports to: Managing Director**  
**Directly Supervises:**  
**Accountant**  
**Accounting Associate**

**General Description:**

Responsible for oversight of all finance, accounting and reporting activities including functional responsibility over accounting, accounts payable, accounts receivable, and payroll.

**Duties and Responsibilities:**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; prepare financial reporting materials for all donors, and oversee all financial, project/program and grants accounting.
- Maintain internal control and safeguards for receipt of revenue, costs, and expenditures.
- Coordinate and lead the annual audit process, liaise with external auditors, and the audit and finance committees of the board of directors; assess any changes necessary.
- Draft the annual Form 990 for Tulsa Ballet Theatre, Inc. and Tulsa Ballet Theatre Trust Fund, liaise with external auditors, and audit and finance committees of the board of directors.
- Oversee and lead annual budgeting and planning process in conjunction with the Managing Director; monitor actual results with a view to identify, explain, and correct variances as appropriate, and keep senior management abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to senior management and the board of directors.
- Oversee, direct and review the day to day activities of the accounting department staff.
- Coordinate timekeeping and payroll system to process bi-weekly payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third party payment) in a timely manner.
- Process payroll changes (e.g. new hires, terminations, and raises) as needed. Train new hires on use of ADP timekeeping and payroll system.
- Coordinate the annual benefits open enrollment process acting as liaison with various benefit providers and updating payroll system as required for new/changed benefits.
- Prepare and distribute annual tax information (Forms 1099) to domestic contractors.
- Prepare and distribute annual tax information (Forms 1042) to international contractors based on Forms W-8Ben collected by Director of Production and/or Company Manager.
- Maintain contract and personnel files complying with company document retention policies.
- Other duties, as assigned.

**Knowledge, Skills and Abilities:**

Bachelor's Degree in Accounting or Finance with seven to ten years experience managing all financial operations. Excellent computer skills, specifically Microsoft Office Suite and general ledger, payroll and reporting softwares. Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management and the board of directors.