

## **JOB DESCRIPTION**

### **POSITION**

Chief Administrative Director  
Dallas Children's Theater  
5938 Skillman Street  
Dallas, TX 75231  
WWW. Dct.org

### **OVERVIEW**

Reports to Executive Director

Responsibilities include accounting/finance, employee and property/casualty insurances, building maintenance, major construction project coordination, information technology, banking, and general human resource matters. Function as CFO of the organization.

### **ORGANIZATION**

Dallas Children's Theater is a 29 year old non-profit organization with a mission to inspire young people to creative and productive lives through the art of theater. The organization employs 24 full-time persons in an informal, friendly, people oriented atmosphere. A great place to work.

### **MAJOR RESPONSIBILITIES**

Review monthly financial reports and prepare financial reports to the board  
Attend board, and finance, executive and facility committee meetings  
Design and create Peachtree accounting reports  
Prepare quarterly reports for bank covenants  
Handle banking matters and relations  
Approve disbursements  
Coordinate and manage annual audit with external audit firm  
Coordinate and manage preparation and filing of tax forms with external firm  
Prepare financials for grant requests

## **MAJOR RESPONSIBILITIES (continued)**

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Prepare and oversee annual budget and forecasts  
Advice and report financial issues and opportunities to Executive Director and Board  
Maintain accounting records, reports and tax filings for a foundation  
Negotiate, design and administer annual employee insurance plans  
Negotiate and administer property and casualty insurances  
Approve major IT expenses and plans  
Coordinate building maintenance and repairs with vendors

## **STAFF**

Department includes IT Associate, Finance Manager and Accounting Associate

## **BACKGROUND AND EXPERIENCE**

Accounting/finance experience required. A License not required.  
Experience with insurance administration, human resources and non-profit accounting a plus  
Proficiency in Excel and Word required.  
Experience with Peachtree Accounting software an advantage

## **PERSONAL ATTRIBUTES**

Ability to present information clearly and concisely, both verbally and in writing  
Work independently with little supervision  
Functions as a team player with a service mentality to staff and board  
Must be hands-on with attention to details and good organization skills  
Willingness to be flexible and wear many hats  
A people oriented management style a necessity

## **PHYSICAL REQUIREMENTS**

Occasional lifting up to 50 pounds

## **SPECIAL CONSIDERATION**

A reduced workweek will be considered in lieu of salary.