

Position Announcement Dallas Children's Theater Manager Accounting & Finance

For over 40 years, Dallas Children's Theater (DCT) has been astonishing kids and families with the fun of Broadway-like plays and a lot more! Named by *Time* magazine as one of the top 5 children's theaters in the country, DCT is DFW's only theater center committed to bringing literature to life for children year round. Each year, DCT's devoted cast of professional artists and others expose more than 190,000 people to what is clearly one of the best educational and artistic experiences available. In addition, through hands-on workshops, substantive classroom curriculum, onstage performance and supplemental forums for discussion around tough themes such as bullying, learning differences, eating disorders and dating violence – to name a few—DCT provides kids and families with a safe, non-threatening environment in which to experience the performing arts and exchange important and character-building ideas at the same time.

Opportunity

We are seeking an experienced, motivated professional to provide leadership and support to DCT's accounting and finance department. This position is responsible for coordination of our accounting and finance outsourcer, annual audit and tax filing (Form 990), payroll processer, and annual budget process. This role will process payroll and support the grant application process. You will be the point person for property insurance and other critical service providers. You will work directly with the accounting and finance outsourcer team, senior members of DCT's leadership team as well as the artistic and production teams and other key staff members. **Qualified** candidates must have: excellent written and verbal communication skills, a strong understanding of accounting principles and controls and be customer oriented. Ideal candidates will be extremely creative, forward thinking, resourceful, self-motivated, willing to learn and possess strong technology skills. In addition, candidates will be trustworthy, loyal, organized, diligent and capable of prioritizing multiple tasks. A high level of integrity and a commitment to representing DCT in a highly professional manner are required characteristics, as well as an appreciation and passion for the cause of young people and the arts.

Experience

- ☞ Minimum 5-7 years of experience in a responsible accounting and finance position;
- ☞ Bachelor's degree in Accounting or equivalent work experience (CPA a plus);
- ☞ Must have an appreciation for the cause and employ the highest ethical standards at all times;
- ☞ Strong understanding of best practices as it relates to accounting processes and controls;
- ☞ Proven success in managing and forging relationships with team members and customers;
- ☞ Strong knowledge of Microsoft Office products;
- ☞ Demonstrated organizational and interpersonal skills;
- ☞ History of making decisions in a changing environment and anticipating future needs;
- ☞ Self-reliant, good problem solver, results oriented;
- ☞ Strong organizational and time management skills with exceptional attention to detail;
- ☞ Ability to remain focused and organized under multiple deadlines; and
- ☞ Ability to work independently and as a team player.

To apply, email resume along with a cover letter that includes the following information: proudest achievement professionally, most challenging assignment, specific experience relevant to this position and salary range expectation to: staff.openings@dct.org