



DIRECTOR OF FINANCE

Jacob's Pillow Dance is seeking a full-time Director of Finance to join a dynamic, growing Business office at an internationally acclaimed dance center that is moving into a year-round structure.

The Director of Finance is responsible for overseeing all daily finance, accounting and reporting activities for an \$8 million annual operating, and a varying capital budget of \$1-10 million. The Director of Finance will ensure that Jacob's Pillow has the financial systems and procedures in place to support effective program implementation, accurate reporting and efficient operations, as well as to conduct accurate and sound audits. They will work closely with department directors to understand how the scope of activities may affect the financial risks and opportunities of the entire enterprise. The Director of Finance has two direct reports and reports to the Deputy Director.

Jacob's Pillow has complex program offerings and diverse funding sources, including state, federal, corporate, and foundation grants, and multiple earned revenue streams. Knowledge and understanding of fund accounting best practices, current GAAP and Office of Management and Budget requirements for this role is critical, as is the ability to work closely with program directors and fundraising staff.

RESPONSIBILITIES

FINANCE:

- Manage and oversee all financial operations
- Approve/review all expenditures, including purchasing, company credit cards, check signing, and cash
- Maintain proper checks and balances; supervise control procedures
- Monitor, forecast and ensure properly segregated cash balances to meet obligations
- Oversee budget preparation and controls; work with all department heads to complete components, develop forecasts and monitor variances
- Oversee vendor relations and internal financial workflow; develop related policies and recommend them to senior management
- Execute Jacob's Pillow's investment and commercial banking needs, under the direction of Deputy Director and Finance Committee
- Oversee annual audit and liaise with Festival's independent auditors, subject to Board Audit Committee; oversee all registrations and filings
- Liaise with Treasurer and staff the Finance Committee of the Board of Directors
- Assist with production of grant proposal budgets and track the status of grant funds
- Issue monthly financial statements, budget status projections, investment reports, special project budget statuses, short and long term cash flow projections, and other information, financial analyses and other reports as needed
- Clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Jacob's Pillow's financial status.

ACCOUNTING:

- Supervise maintenance of financial records: general ledger, accounts payable, accounts receivable, payroll
- Manage accounting software, in tandem with IT Manager and fundraising database
- Ensure daily reconciliation of development records of contributions, as well as timely preparation of financial reports for funders
- Supervise all revenue recording and appropriate reconciliation to daily deposit records
- Oversee monthly reconciliation of fund balance accounting
- Oversee monthly endowment fund balance accounting
- Ensure financial and tax compliance with GAAP and FASB standards
- Manage payment of artist contracts, including charge-backs

HUMAN RESOURCE ADMINISTRATION:

- Work with Human Resources Manager to monitor and supervise onboarding and compliance paperwork
- Oversee timesheets approval and payroll processing
- Assist with employee benefits administration

BUSINESS OPERATIONS:

- Advise on legal and compliance matters, in tandem with Deputy Director
- Manage insurance coverage and case administration
- Manage State nonprofit registrations
- Supervise office management including reception, phone answering, office supplies, and mailroom activities
- Oversee State and Local government tax, registration, and compliance issues

REQUIRED QUALIFICATIONS

- Bachelor's degree from four-year college or university in accounting or related financial field; minimum seven years of related management experience.
- Thorough knowledge of generally accepted accounting principles; fund accounting, auditing, fiscal management; automated accounting systems and data processing inter-relationships.
- Relevant finance and accounting experience in a nonprofit organization.
- Ability to effectively apply accounting and auditing techniques and procedures in the work performed; to prepare clear, complete and concise reports; to work on concurrent assignments and to meet deadlines; to communicate effectively orally and in writing, and to establish and maintain cooperative relationships with those contacted in the course of work; strong work ethic, commitment to accuracy and a team player.
- Demonstrated success in communicating effectively orally and in writing.
- Intermediate to advanced knowledge and application of word processing, spreadsheet and presentation computer software in a P.C. environment.
- Advanced knowledge of databases and experience with general ledger software.
- Ability to solve complex problems within standardized policies and procedures.
- Experience leading a comprehensive budget process, and development of dashboards and other analytical tools.

PREFERRED QUALIFICATIONS

- Experience in a performing arts or cultural organization.
- Advanced Finance degree, MBA or CPA certification.
- Systems conversion experience.

SKILLS & QUALITIES

- Requires independent initiative under general supervision.
- Ability to effectively relay information and respond to questions from internal staff.
- Requires well-developed interpersonal communication skills, tact and diplomacy to develop and maintain effective internal customer service.

TO APPLY:

Please email cover letter, resume, and references to hr@jacobspillow.org, with “Director of Finance” in the subject line.

All inquiries and materials will be confidential. Please do not mail hard copies.

ABOUT JACOB’S PILLOW

Jacob’s Pillow is committed to providing an inclusive, diverse, accessible, and equitable environment that cultivates the celebration of the art of dance and its positive impact on communities. Jacob’s Pillow’s mission is to support dance creation, presentation, education, and preservation; and to engage and deepen public appreciation and support for dance. Organization-wide values include inclusion, leadership, integrity, flexibility, partnership, and sustainability. Learn more about Jacob’s Pillow, its mission statement, and its values [here](#).

Jacob’s Pillow is a registered 501(c)(3) not for profit organization that provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.

Jacob’s Pillow is a National Historic Landmark, recipient of the National Medal of Arts, and home to America’s longest-running international dance festival, currently in the midst of its transition to becoming a year-round center for dance through a five-year strategic plan titled Vision ‘22. Each Festival includes more than 50 national and international dance companies and over 500 free and ticketed performances, talks, tours, classes, exhibits, events, and community programs. The School at Jacob’s Pillow is one of the field’s most prestigious professional dance training centers. The Pillow provides professional advancement opportunities across disciplines of arts administration, design, video, and production through seasonal internships and a year-round Administrative Fellows program. With growing community engagement programs, the Pillow serves as a partner and active citizen in its local community. The Pillow’s extensive Archives, open year-round to the public and online at danceinteractive.jacobspillow.org, chronicle more than a century of dance in photographs, programs, books, costumes, audiotapes, and videos.