

CAREER OPPORTUNITY

AT&T
PERFORMING
ARTS
CENTER

TITLE: FINANCIAL ANALYST

Department: Finance
Reports to: Associate Director of Finance
Location: Dallas Arts District

The ideal candidate will have strong financial and analysis skills, an analytical mindset, intellectual curiosity, and a drive to improve efficiency through a proactive and collaborative approach.

Essential Job Functions:

- Prepare final reconciliation, journal entries and documents associated with performing arts shows at multiple venues. Research transactions as necessary. Prepare the sales invoice or payment request associated with the show.
- Process daily imports of transactions from donor database into accounting system and the associated research for certain transactions.
- Prepare financial reports that summarize show performance versus budget/projection and provide variance explanations; present at monthly review meetings with cross-functional team members.
- Prepare and manage annual capital budget, including fixed asset purchase approval, reconciliations, quarterly depreciation journal entries and reporting.
- Assist with year-end audit.
- Communicate with other company personnel and contacts outside the company with limited supervision.
- Assist in the timely month-end and year-end closing processes and reconciliations.
- The Financial Analyst will also be challenged to help improve our current reporting and financial analysis process by building reports and developing appropriate analytics.
- Other ad hoc financial analysis and special projects as assigned.

Qualifications & Experience:

- Bachelor's degree with a focus in finance, accounting, or business preferred.
- Exceptional analytical and data modeling skills. Experience applying these skills to large/complex data sets and developing financial reports that help improve operational performance.
- Must have thorough knowledge of Microsoft Excel; should be an advanced user with experience linking multiple worksheets, using pivot tables, and writing nested functions.
- Excellent communication skills, both written and verbal.
- Must have considerable knowledge with basic accounting principles (i.e. journal entries, debits, credits, etc.) and accounting functions.
- Ability to work independently and complete duties and projects with little direct supervision.

- Experience working with complex computer systems/financial applications, Serenic experience a plus.
- Ability to communicate to finance and operational upper management.
- Knowledge of nonprofit accounting a plus.
- Ability to prioritize assignments and manage timelines concurrently to complete tasks.

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By Email: careers@attpac.org

By Mail: Human Resources AT&T Performing Arts Center
700 North Pearl Street, Suite N1800 - Dallas, TX 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway and off-Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

The Center's culture is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

Achievement Focused - Committed to the advancement and cultivation of the Performing Arts in Dallas

Community Minded – Actively fostering and participating in meaningful community interactions

Customer Service Driven – Dedicated to the service of internal and external constituents so that all want to return

Flexible – Willing to change to achieve results

Audiences enjoy the best and most recent from Broadway; the finest in world dance and music co-presented with TITAS; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide

range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.

The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.
- Dee and Charles Wylie Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.
- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit www.attpac.org.