CAREER OPPORTUNITY

TITLE: CHIEF FINANCIAL OFFICER (CFO)

Department: Finance
Reports to: President & CEO
Location: Dallas Arts District

Job Summary:

Reporting to the President and CEO, the Chief Financial Officer (CFO) is responsible for the financial function of the AT&T Performing Arts Center. Partnering with the Board of Directors, the President and CEO, and the senior leadership team, the CFO is responsible for co-establishing a multi-year plan the Center management team can execute in alignment with the strategic, financial and operational vision for the organization.

This position is a detail-oriented, highly-organized team player with excellent interpersonal skills that works seamlessly and efficiently with AT&T Performing Arts Center staff and with end users of the facilities. Essential skills include the ability to thrive in a fast-paced, ever-changing environment while maintaining a high level of professionalism. Must be self-starter and work autonomously using independent judgement. A positive attitude towards position and the Center’s Core Values is imperative.

Key Areas of Responsibility:

- Oversees all financial aspects of a busy, multi-venue Performing Arts Center. Working with minimal supervision, oversees the operation of the Finance Department staff, as well as financial management throughout the Center.
- Participates in the development of planning with an emphasis on strategic and financial management. Analyzes financial implications of plan recommendations and decisions.
- Reports to the Board of Trustees and Board committees on the Center’s financial position, investments, and other financial planning and controls.
- Develops current year as well as multi-year financial forecasts.
- Ensure that optimal financial control and reporting systems are in place and continuously monitored. These systems include reporting on various multi-year program and capital grants,
contracts, box office and other income generating activities such as parking, concessions and food service.

- Provides coordination, planning, and documentation support for the independent auditors related to the year-end financial statement audit, and other audit requirements, as necessary, including retirement and worker’s compensation audits. Oversees the preparation of the Center’s annual 990 tax return and all other necessary tax and governmental filings.
- Studies, analyzes and reports on trends, opportunities and challenges reflected in the financial data to assist senior management and Board of Directors in decision making and long range planning.
- Reviews, analyzes and follows-up on monthly operating and G&A expense variances.
- Working with outside auditors and internal accountants, assure the organization is current on all accounting procedures to assure compliance and anticipate the implications of any accounting rule changes.
- Develop annual program and operations budgets in cooperation with department heads and provide confidence to executive leadership and the board on the integrity of the budget.
- Provide cash flow planning and monitor cash flow activities for annual operations.
- Manage banking relationships, including bond/letter of credit administration, and provide support to the appropriate board committee responsible for the investments of the organization.
- Manage relationships with insurers, monitor and evaluate policies, and optimize risk management.
- Financial oversight of service providers including security, maintenance, banquet and catering, concessions, and ancillary businesses including licensing, parking and other outsourced services.
- Identify challenges, opportunities, and critical issues for short, medium, and long-term objectives and strategies.
- Provides leadership and management oversight of capital budgeting and forecasting. Provides leadership and guidance in the development of capital planning for the Center. Supports finance in strategic capital planning and budgeting activities.
- Working directly with the President and CEO, formulate and promote the most effective strategies for improving and maintaining organizational profitability.

**Education, Experience & Skills**

- Bachelor’s degree required; MBA or equivalent experience preferred.
- At least ten (10) years of experience, with at least six (6) years in managerial capacity required. Some experience in non-profit is required. Some experience in the arts and culture space is preferred.
Demonstrated expertise in financial controls, planning and strategy, information systems, administration, and credit relationships.

Knowledge of the performing arts sector, including experience working with union employees, box office systems, front of house and backstage personnel, artists and artist managers.

A knowledge of public financing and experience working with governmental and quasi public development agencies.

Experience working with Board of Directors, participating on industry boards, and being engaged in the community are assets.

Ability to negotiate with and manage vendors, consultants, and service providers.

A demonstrated ability to work as part of a highly motivated, energetic and innovative team.

Proven ability to manage a staff of financial, operations, and systems oriented professionals.

Ability to work in a consensus-building mode with departmental heads in developing and maintaining realistic budgets.

Strong analytical and strategic planning skills.

Ability to work with and support the activities of a board composed of corporate chairmen and leading philanthropists.

Comprehensive problem solving skills in a dynamic, high pressure environment.

Capacity to effectively and efficiently multitask, set priorities, shift priorities and adapt to changes in situations.

Skills in assessing customer needs and dedication to meeting quality standards for service.

Ability to work simultaneously with a broad variety of vested interest groups and to foster a cooperative environment.

Ability to anticipate problems and implement immediate corrective action.

Schedule, workflow, personnel and budget management abilities.

Appropriate appearance and dress required at all times.

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; 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

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.

Designed by internationally acclaimed architects, the Center’s campus includes the Margot and Bill Winspear Opera House, Dee and Charles Wyly Theatre, Annette Strauss Square, and Elaine D. and Charles A. Sammons Park are some of the finest performance venues in the world.