BUSINESS AND FINANCE MANAGER

DEPARTMENT: Business and Finance

POSITION: Senior Business and Finance Officer

REPORTS TO: Co-Executive Director I

CLASSIFICATION: Full Time

LOCATION: Washington, DC (remote candidates considered)

COMPENSATION: $80,000 - $90,000 per year

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org.

POSITION SUMMARY

The International Association of Blacks in Dance (IABD) is seeking a Senior Business and Finance Officer who is organized, responsible, detail-oriented, and has integrity. The ideal candidate will have a proven track record of delivering high-quality work under deadlines and have solid judgment. They will oversee the financial systems and strategies for a rapidly growing organization. The Senior Business and Finance Officer will perform daily fiscal operational tasks while liaising with IABD’s external bookkeeper and CPA firm. The ideal candidate will ensure that all financial processes are handled within established standards and the payroll cycles are conducted with integrity and by industry standards.

KEY ROLES AND RESPONSIBILITIES

The Senior Business and Finance Officer will focus their efforts on two primary areas: financial management and reporting and analytics. Working in close partnership with IABD’s senior leadership, they will hold key responsibilities for:

Financial Management

- Collaborating with IABD’s auditing firm and bookkeeper to conduct annual financial audits, reviews, payroll and QuickBooks transactions
- Working with IABD’s senior leadership team to ensure that cash flow is monitored and maintained
- Overseeing compliance requirements with all city, state, and federal filings (taxes, licenses, 990s, etc.) to maintain and protect IABD’s nonprofit status
- Working with IABD’s Board of Directors (specifically the Finance Committee) to manage and report on all IABD investment accounts
- Maintaining all financial policies and procedures of the Association
- Acting as a liaison with IABD’s Investment Managers and providing direction as appropriate

Reporting and Analytics

- Collaboratively developing operational and grant budgets for IABD’s senior leadership team
Preparing management and financial reports that show expenditures, variances from budgets, and projected outcomes

Proposing benchmarks for analyzing financial and operating performance

EDUCATION AND EXPERIENCE

● Minimum of six years of accounting and/or finance experience
● Demonstrated financial acumen, including deep familiarity with nonprofit management, financial reporting, budgeting, and stewardship
● Fundamental knowledge of generally accepted accounting principles
● Knowledge and curiosity about trends and best practices in fiscal responsibility
● Ability to be an engaged team player amongst the IABD staff
● Proficient knowledge of accounting software (QuickBooks Online, QuickBooks Online Payroll), the Microsoft Office Suite, Adobe, and Association Management Software (Community Brands)

PROFESSIONAL COMPETENCIES

● Excellent written and verbal communication skills including writing, editing, proofreading, and grammar skills required
● Excellent interpersonal skills, tact and diplomacy
● Well-developed organizational and time management skills
● Dependable
● Ability to work effectively both independently and in a team environment
● Respect for and adherence to confidentiality
● Well-developed customer service orientation
● Strong attention to detail and follow-through
● Creativity, resourcefulness, and strong problem-solving skills
● Ability to prioritize and multitask with little supervision
● Deadline and detail-oriented, managing processes, research and reporting
● Exhibits the ability to work effectively in a fast-paced, high-energy environment
● Fully participates in special activities of the organization
● Willingness to travel 2-3 times, per year
● Availability to work occasional evenings and weekends

COMPENSATION AND BENEFITS

● The salary range for this position is between $80,000 to $90,000. IABD offers healthcare benefits, life and disability insurance, paid time off, holiday observances, professional development opportunities, and other work/life benefits.

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org. NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

The International Association of Blacks in Dance
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IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.