

PENNSYLVANIA BALLET

JOB DESCRIPTION

Controller

GENERAL DESCRIPTION:

Pennsylvania Ballet is one of the premier ballet companies in the United States and is looking to fill the position of Controller. The Controller is responsible for the preparation and review of financial statements, the annual budget, internal control, the coordination of employee benefits, biweekly payroll submission, account analysis, financial information for grant proposals, and oversight of the annual audit. This position reports directly to the Director of Finance and works closely with all departments. The Controller, assisted by a staff accountant, will oversee all facets of the Ballet's finances and accounting.

REQUIREMENTS:

- 8 years or more of accounting management experience
- Bachelor's degree in Accounting required, CPA highly preferred
- Extensive knowledge of GAAP and Not for Profit accounting
- Excellent written and verbal communication skills
- Excellent attention to detail and time management skills
- An enthusiasm for and knowledge of dance and/or other performing arts preferred
- Ability to work evenings and/or weekends as necessary
- Proficient in MS Office: Word, Excel, Power Point and an Accounting software, preferably Blackbaud Financial Edge

CONTACT INFORMATION:

To apply for this position, please send a resume and cover letter to info@paballet.org.

IMPORTANT: Please include the name of the position for which you are applying in the subject line of your e-mail. **No phone calls please.**

DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of a person in this position

More information about Pennsylvania Ballet can be found at www.paballet.org

Pennsylvania Ballet is an Equal Opportunity Employer.