

Contractor Position – Financial Controller

Status: Part-Time Contract Position

Department: Operations

Compensation: \$75/hour, 10+ hours per week

New Contract Opportunity:

transcenDANCE has grown exponentially as an organization over the last few years. In 2021, we successfully entered a new phase with the completion of our studio site in Lemon Grove. In 2023, we are expanding and opening a second site for additional programs and as an administrative hub. With our exciting growth we find a crucial need for higher-level financial management services, as well as a need for updated policies, and increased efficiencies.

We anticipate the hours may be more than 10 hours/week at the start of the role, in order to provide effective onboarding. Our hope is that ten hours a week will be a feasible schedule once settled into the role, but this will be assessed after the first 90 days.

To Apply: Review this contractor description of duties, responsibilities, and qualifications. If this opportunity fits well with your skills, experience, and career goals, we'd love to hear from you. Send your resume and cover letter to transcenDANCE Managing Director, Steph Walsh, at steph@tdarts.org. The position will be open until filled, with qualified candidates being interviewed as applications are received.

transcenDANCE Mission

To guide young people in underserved San Diego County communities to transcend barriers, expand their ambitions, and create positive change for themselves, their families, and communities, through dance and performance.

Contractor Position Description

At transcenDANCE, collaboration is an active organizational value. The Financial Controller is a strategic and collaborative thought partner with the Executive/Artistic Director (ED/AD) and Managing Director (MD) to help guide key decisions related to financial trends and health. The Controller works closely with the Bookkeeper and interfaces regularly with the Grants Specialist, and at times, the Finance committee and Board of Directors.

The Financial Controller role is a high-level oversight role that supports the recent and anticipated continued growth of the organization, to ensure that best financial policies and practices are in place, and to give guidance to the current bookkeeper. The ideal candidate has a combined experience and understanding of efficient systems to support day-to-day accounting, and can successfully oversee budgeting, grant tracking, cash flow, and potential future audits. This role requires non-profit accounting expertise and the ability to apply sound business practices and strategies to transcenDANCE's growing organization.

A demonstrated track record of institution level financial management is a core requirement for the Controller. The Controller must be highly organized, detail-oriented, and be comfortable working both independently and in a team setting. Strong interpersonal skills to work in a diverse and growing environment are a must.

Essential Responsibilities & Duties

Policy Optimization and Oversight

- Conduct a review of current accounting policies and procedures
- Draft updated and/or new protocols to ensure organization's financial procedures adhere to GAAP and other best practices
- Train team members to use new protocols, as needed
- Once new protocols are in place, oversee and ensure accuracy of AR & AP processes
- Research and advise ED/AD and MD on potential software purchases/subscriptions including timekeeping and payroll processing software, i.e., Paycom or similar

- Maintain Financial Policy Manual
- Analyze internal business operations and implement measures for increased efficiency

Budgeting Oversight

- Oversee the annual budget development process in conjunction with the Executive Director and Managing Director, supported by the Bookkeeper and Grants Specialist
- Oversee the creation of budgets in a flexible format that can be used for reforecasting as needed and guide reforecasting process as needed
- Assist Board of Directors, ED/AD, and MD in drafting an Operating Reserve Policy, and contribute to financial strategies to achieve said Reserve goal
- Track and report out on budget performance through fiscal year (Jan – Dec)

Grants Finance Management

- Optimize and oversee a robust grants/contracts management reporting system
- Optimize and refine the grant funding allocation tracking system and processes to track said restricted funds and the expenses they cover
- Review and approve the grants pipeline and cashflow projections, budgets for specific grant proposals

Financial Statements

- Create, analyze, and interpret accurate and timely monthly financial statements including:
 - Statement of Financial Position
 - Statement of Activities
 - Statement of Cash Flows
 - Statement of Functional Expenses
- Create quarterly financial packets, review with ED/MD/Treasurer, and present at Board of Directors meetings

Experience, Skills, and Abilities

Required Qualifications

- Three years of Controller-level financial management experience

- Five years of experience with financial processes, accounting, bookkeeping, payroll/benefits, preparation of financial statements and familiarity with GAAP
- Expertise in non-profit accounting
- Experience with state and/or federal government grant administration
- Ability to prioritize and organize simultaneous activities and be comfortable and productive in a digital work environment
- Efficient and reliable communication skills, both verbally and digitally/written
- Positive, flexible, collaborative, and team player attitude

Highly Desired Qualifications

- College degree in accounting, business management or related field
- Experience working in the arts, education, or social service settings

Additional Information

Hours, Location, and Reasonable Accommodations

This is a 100% remote contract. transcenDANCE offers flexibility in work hours and locations for this contractor role that does not require scheduled, onsite public interaction.

Weekly meetings with transcenDANCE team members will happen over Zoom on a regularly scheduled day and time. Work will happen ideally 2-3 hours/day over 5 days/week. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

N/A

Other Duties

This job description is intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties, activities or

responsibilities does not exclude them from the contractor position if the work is similar, related or a logical assignment to the position.

About the Organization

transcenDANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive space during out-of-school time hours and for creative self-expression and adult mentorship.

transcenDANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the Creative Youth Development National Partnership website.

transcenDANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing arts. transcenDANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been key components of the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

In 2021, transcenDANCE successfully entered a new phase in its organizational development with the completion of the transcenDANCE Studio in Lemon Grove. In

2023, transcenDANCE is expanding and opening a second site for additional programs and as an administration hub.

Our Commitments to Equity and Equal Employment Opportunities

In 2020, transcenDANCE began a more intentional effort to develop a strategic plan that involves a collaboration of voices, including representation from all facets of the organization. The map of long-term endeavors includes trainings and a review of organizational policies and practices to ensure alignment with the strategic vision, and ongoing opportunities to integrate and embed an ever-deepening awareness. The goal of the equity work is not static; it is an ongoing commitment to co-create an environment wherein naming and addressing power dynamics, isms, inequities, privilege, and biases, is an essential experience of the collective safe space.

transcenDANCE is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.