

ALONZO KING LINES BALLET

Title: GL Accountant – Part Time
Reports to: Director of Finance
Status: Part time: Non-Exempt
Hourly: \$31.00 - \$32.00 an hours

ABOUT ALONZO KING LINES BALLET

Named as a choreographer with “astonishing originality” by the New York Times, Alonzo King has guided **Alonzo King LINES Ballet** with his unique artistic vision since 1982. The organization has been recognized for its critically-acclaimed performances around the world, its unique musical collaborations, and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking. LINES Ballet has collaborated with noted composers, musicians and visual artists from around the world to create performances that alter the way we look at ballet today. Its unique artistic vision adheres to the linear, mathematical and geometrical principles of classical ballet.

LINES is at the forefront of artistic innovation - each collaboration, investigating deeply rooted affinities between Western and Eastern classical forms, elemental materials, the natural world, and the human spirit. LINES presents two home seasons in San Francisco – one week in the spring and one in the fall – and maintains a robust national and international touring schedule. The Company has been featured at numerous venerable institutions, including The Kennedy Center, Jacob’s Pillow, Venice Biennale, the [Edinburgh International Festival](#), [Montpellier Danse](#), the [Holland Dance Festival](#), and Theatre Chaillot National de la Danse in Paris, among many others. Additional touring in 23/24 and 24/25 will showcase LINES at numerous prestigious venues throughout the country and in Europe. The Company collaborates with major musical artists, including GRAMMY-winning vocalist Lisa Fischer and Zakir Hussain, and acclaimed visual artists Richard Misrach and RJ Muna. Mr. King has been commissioned by countless dance companies, including American Ballet Theatre, Dance Theatre of Harlem, Frankfurt Ballet, and the National Ballet of Canada. Among his many accolades, Mr. King holds doctorate degrees from The Juilliard School, California Institute of the Arts, and Dominican University. In addition to its rigorous performance schedule, the LINES Dance Center offers hundreds of classes – from youth programs to professional training, and also offers a dual degree BFA program with Dominican University.

LINES is supported by a working and generous board of 20 active members. The annual budget is \$6 million and growing. The organization enjoys broad support from donors across the country and has recently been awarded a number of major grants from leading foundations that support artistic excellence, innovation, strategic growth, and a commitment to diversity. The strategic planning process is currently underway with critical input from internal and external stakeholders, including staff, audience, and donors.

Position Summary:

The GL Accountant has a primary role of entering daily transactions into the accounting system and works closely with the Finance Director. The candidate prepares and posts majority general ledger

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entries to the accounting system and is responsible for all non-payroll disbursements: check runs, processing payments through bill.com, and reviewing and entering employees' corporate credit card charges to the accounting system.

The GL Accountant works closely with the Finance Director on month-end closing. The person creates and distributes monthly financial reports to all departments. The GL Accountant also assists the Finance Director with the year-end audit, annual budgeting, and quarterly forecasts. The person assists the Finance Director in ensuring all employees adhere to Alonzo King LINES Ballet's finance policies.

RESPONSIBILITIES:

Disbursements

- Review vendor invoices to ensure payments are made timely with terms agreed upon with vendors
- Ensure accurate coding and approval is noted on all bills and check requests before entering into the accounting system
- Process payments through bill.com system after proper approvals
- Track credit card charges, gather receipts, ensure timely bank payment and entry of charges to the general ledger
- Responsible for all disbursement records including all backup documentation
- Maintain vendor files and W-9's
- Prepare annual 1099's

Deposits/Receivables

- ___ Entering cash receipts (ACH and deposits) into the accounting system
- ___ Running cash transaction reports for tuition and donation receipts (Active, Givebutler, GiveDirect etc.) and entering them into the accounting system

Monthly Accounting

- ___ Performing bank reconciliations
- Preparing account reconciliation schedules (such as Prepaid, Fixed Assets etc.)
- Preparing journal entries (i.e., certain payroll reclassification entries, deferred revenue entries etc.)
- Working closely with the Finance Director to complete month-end closes
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Other projects as needed

QUALIFICATIONS:

- 3+ years of accounting experience

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- Experience in Quick Book Online is plus
- Experience in bill.com is plus
- Excellent excel skills
- Excellent communication, both written and oral, and interpersonal skills
- Strong organizational skills and strong collaboration skills
- Strong time management skills and a commitment to meet deadlines
- Exceptional attention to detail
- Strong self-motivation skills

BENEFITS AND SCHEDULE:

- ___Monday- Friday – 25 hours a week during business hours
- ___Hybrid work
- ___PTO, FSA Program

To apply please forward your resume to elizabeth.lopez@linesballet.org with GL Accountant in subject line

LINES embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.

The Company offers generous benefits, including a hybrid work environment, 100% Employer paid health plan, dental and vision coverage, pre-tax commuter benefits, 403(b) retirement plan, generous paid time off, and unlimited discounted dance classes for full-time employees. LINES Ballet is an equal opportunity employer.