



Finance Assistant

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world-class dance company, an innovative presenting theater, a dynamic digital platform, a dance school for movers of all ages and abilities, and ODC Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and fitness offerings informed by dancer training for all levels and abilities. Guided by Founding Artistic Director Brenda Way; Kimi Okada as Director of ODC School and Associate Choreographer; and, Carma Zisman as Executive Director, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a three-building campus including a Dance Commons and the ODC Theater in San Francisco's Mission District, and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for more than 50 years.

Position Summary

The Finance Assistant reports to and supports the Director of Finance & Administration in financial and business administration functions. The Finance Assistant works closely with the Director as a two-person team to handle all accounting, financial management, and nonprofit fiscal compliance requirements for the organization. The Finance Assistant completes transactional tasks in the financial, business, and compliance functions for ODC, while partnering with the Director in identifying opportunities for operational improvement.

Roles & Responsibilities

- Accounts Payable: on a weekly basis audit and enter payment requests, process payables and process ACH payments/print checks, prepare for and obtain signatures and adequate approvals. Additional tasks include follow-up with vendors and staff for supporting documentation such as receipts, invoices, ACH Authorizations, W-9's.
- Record daily sales activity for school, theater, company and operating income coming from a variety of data sources: Mind Body, Patron Manager, emails, award letters, etc. Additional transactional tasks include follow-up on bounced checks, cash counting, reconciliation, and depository functions including bank runs for deposits and petty cash withdrawals.
- Assist in the tracking and organization of data for year end closing, including assisting in the preparation for the financial annual audit. Preparation tasks include tracking outstanding and

missing checks; verifying independent contractor information for 1099 disbursements; securing/organizing engagement letters; and other tasks specific to preparation for audit team field work and 990 preparation.

- Assist the Director of Finance and Administration and the Human Resources Manager with compliance tasks for governmental agencies, tax and insurance coverage/needs, i.e. Workers' Compensation benefit audits.
- Prepare and enter accounting related entries to numerous registers, journals, and logs.
- Regularly perform and maintain detailed reconciliations of assigned balance sheet accounts.
- Organize and maintain the department's digital and paper filing systems to include annual set up of all files for the new year and digitization or packing and storage of prior year's documentation.
- Perform miscellaneous administrative tasks to include, faxing, digitizing files, in-person bank and post office runs, maintaining finance supplies, check stock, etc.
- Provide research and reporting support to the Director of Finance and Administration and Executive Director as needed on special projects.

Qualifications

- Must be over 21 years of age and eligible to work in the US.
- Based in proximity of the Bay Area metropolitan area to allow regular on-site work on the ODC campus (351 Shotwell Street and 3153 17th Street, San Francisco, CA 94110).
- Associates degree in Accounting or related field OR a minimum of two (2) years accounting, bookkeeping, or related business experience.
- Computer fluency and complete proficiency in a variety of software programs including Abila MIP, Word, Excel, Outlook. Ability to learn new software quickly to functional capacity.
- Extreme attention to details, well organized, with excellent skills in managing time and in processing payments/deposits in a timely fashion.
- Excellent verbal and written communication skills. Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, team-oriented environment to problem solve and contribute new ideas.
- Administrative skills including answering phone calls, faxing, printing, emailing, file-sharing, and so on, with understanding that office equipment is used and shared by all administrative staff.
- Working understanding of GAAP standards.

Physical Demands and Work Environment

- Work is performed in an office and performing arts facilities setting with opportunity for some remote working.

- Work is primarily performed sitting, standing and walking.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.

Compensation and Time Base

- This is an at-will, part-time, hourly position with a time base not to exceed 25 hours per week, this position is based on ODC's San Francisco, CA campus and offices with arrangements for some remote work.
- \$25 - \$30 per hour DOE
- Sick time accrued as hours worked.
- Complimentary tickets available for ODC theater events and ODC performances, pending availability.

To Apply

- To apply for this position, please email your current resume and a cover letter to: HR@odc.dance
- Note, please reference "**Finance Assistant**" in the subject line.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.