



**DALLAS
THEATER
CENTER**

2400 Flora Street
Dallas, Texas 75201

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JOB TITLE: Accounts Payable and Payroll Specialist
DEPARTMENT: Finance & Operations
REPORTS TO: Director of Finance & Operations
PREPARED DATE: May 14, 2024
CLASSIFICATION: Hourly, Non-Exempt
SALARY RANGE: \$22 / Hourly

MISSION STATEMENT

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

The Accounts Payable and Payroll Specialist reports to the Director of Finance and Operations. This position is responsible for managing accounts payable and payroll. This role will have a hybrid work schedule, with the option to work remotely Monday and Friday and required to work on-site Tuesday through Thursday or as directed by immediate supervisor. Hybrid status is subject to change.

This is a full-time, non-exempt position, which is eligible for overtime. This position includes a full benefits package, optional enrollment in medical, dental, and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs, complimentary tickets, and generous paid-time off. Some nights and weekends will be required as needed throughout the season.

HOW TO APPLY

Please submit resume and cover letter via email to careers@dallastheatercenter.org with **AP & Payroll Specialist** in the subject line.

KEY RELATIONSHIPS

- Director of Finance & Operations

- Financial Analyst
- Director of EDI & People Operations
- Executive Director
- Director of Marketing, Sales, & Communications
- Director of Development
- Director of Public Works
- Director of Productions
- Interim Artistic Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Process accounts payable including preparing ACH and Check payments
- Act as primary contact to vendors including adding/activating new vendors in Blackbaud accounting system
- Maintain vendor files including the collection of all required vendor information before entering vendor into Blackbaud.
- Research payments and vendor credits upon request

Payroll / Benefits

- Process weekly and biweekly payroll, including 1099 contract payments
- Prepare verifications and distribution of W2's and 1099's
- Assist in ensuring Blackbaud integrity (no duplicate vendors, invoices or payments)
- Assist in preparation of reports for grant requests involving personnel information
- Assist HR with payroll related tasks such as employee terminations, new employee benefits enrollment and COBRA administration
- Assist with fiscal year end closing and audit preparations
- Serve as the main point of contact for the 403(b) plan administrator and assist in preparation of monthly and annual reports
- Assist with 403(b) enrollment for new hires and perform payroll deductions
- Assist during company's annual open enrollment

Finance

- Preparation of journal entries
- Perform work in a manner that is consistent with DTC's Mission, Vision, and Values.
- Be an active participant in DTC's work towards equity, diversity and inclusion and becoming an anti-racist organization.
- Must be available on some nights and weekends, as needed.
- Other duties as needed or assigned.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Strong computer skills
- Proficiency in MS Office applications including Excel
- Strong organizational skills
- Detail oriented work manner
- Excellent problem solving skills
- Knowledge of standard accounting procedures
- Ability to prioritize and balance multiple demands simultaneously is a must
- Experience in Blackbaud Financial Edge NXT and Paychex is a plus

EDUCATION AND EXPERIENCE REQUIRED

- Must have at least three years of in nonprofit accounting
- B.A. degree with emphasis on business, accounting or related field is preferred, but comparable work experience will be considered

PHYSICAL REQUIREMENTS

- Able to sit and stand for extended periods.
- Able to team lift up to 25lbs.
- Able to work quickly in a dynamic and fast-paced environment.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University's Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC's Department of Public Works launched a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual pageant featuring over 200 Dallas citizens performing professional production. Throughout its history, DTC has produced many new works, including recent premieres of *penny candy* by Jonathan Norton, *The Supreme Leader* by Don X. Nguyen; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based

performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION FULL STATEMENT

ALL ARE WELCOME!

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.