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Position Title: Staff Accountant
Department: Finance
Reports to: Controller
FLSA status: Full time, 37.5 hours weekly, non-exempt
Working hours: May Include evening and/or weekend hours

Broad Functions:

Under direct supervision of the Controller, this position is responsible for the day-to-day operations of the accounting department, including banking, cash disbursements, cash receipts, and General Ledger account reconciliation.

General Ledger reconciliations include, but are not limited to, the reconciliation of bank & investment accounts, accounts payable & other accrued liabilities, prepaid expenses & deferred revenue.

Evaluates processes and provides recommendations to streamline workflow and monthly closing procedures.

Responsible for maintaining Policies and Procedures with respect to applicable accounting procedures.

Assists with month-end and year-end closing process to include, but not limited to preparing monthly journal entries and account analysis. Provide necessary lead schedules and supporting work papers related to the general ledger as it relates to quarterly reviews and year-end audit.

Duties and Responsibilities:

- Responsible for day-to-day accounting functions including:
 - Accounts Payable review
 - Vendor payments review
 - Daily sales/Ticket revenue entry
 - Contributed income entry
 - Bank deposit preparation
- Responsible for month-end accounting close processes including:
 - Bank and Investment account reconciliation
 - Company credit card review/reconciliation/entry
 - General ledger account reconciliation
 - Month end reporting, including departmental expense review
- Assist with the annual budget process, including interacting with department heads to compile earned revenue, contributed revenue, and expense budgeting.
- Assist with the annual audit, including:
 - year end reconciliation of general ledger accounting for audit review
 - work with outside audit firm to ensure efficient audit processes
 - assist with the preparation of year end audited financial statements
- Provide Management with current & relevant financial information via monthly financial statement forecasts, variance to budget analysis and cash flow forecasting

Education and/or Experience:

College or technical school degree
2 years related experience and/or training; or equivalent combination of education and experience.
Professional work history in the non-profit sector encouraged.