



**HARTFORD
SYMPHONY
ORCHESTRA**

Position Title: Staff Accountant
Department: Finance
Reports To: Controller
FLSA Status: Non-exempt/Hourly
Working Hours: Full time, 37.5 hours weekly, 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.

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.
- General Ledger reconciliations include, but are not limited to, the reconciliation of bank & investment accounts, accounts payable & other accrued liabilities, prepaid expenses & deferred revenue.
- Evaluate processes and provide recommendations to streamline workflow and monthly closing procedures.
- Responsible for maintaining Policies and Procedures with respect to applicable accounting procedures.
- Assist 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.
- 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:
 - yearend 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.
- Perform other duties as assigned.

Education, Experience and Skills:

- College or technical school degree and 2 years related experience and/or training; or equivalent combination of education and experience.
- Professional work history in the non-profit sector encouraged.
- Must be articulate, organized, and be able to multi-task in a fast-paced work environment.
- Ability to work successfully within a team environment.
- Ability to write routine reports and correspondence.

The above statements are intended to describe some specific duties and the level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The Hartford Symphony Orchestra is a Not-For-Profit, Equal Opportunity Employers, proud to serve Connecticut and its citizens. The Hartford Symphony Orchestra is committed to creating a diverse, equitable, and inclusive work environment, and strongly encourages BIPOC, members of the LGBTQ+ community, immigrants, and differently abled candidates to apply.