



**HARTFORD
SYMPHONY
ORCHESTRA**

Position Title: Staff Accountant
Department: Finance
Reports To: Controller
FLSA Status: Exempt/Salaried
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:
 - Ticket revenue entry
 - Contributed revenue entry
 - Bank deposits
 - Accounts Payable review
- Responsible for month-end closing processes including:
 - Bank reconciliation
 - Contributed revenue reconciliation
 - General ledger account reconciliation
 - Recording prepaid expenses and deferred revenue
 - Company credit card review and entry
 - Monthly expense reporting
- Evaluate processes and provide recommendations to streamline workflow and improve monthly closing process
- Responsible for maintaining accounting Policies and Procedures
- Assist with the annual budget process, including interacting with department heads to compile earned revenue, contributed revenue, and expense budgets
- Assist with the annual audit, including:
 - Provide reconciliations of various accounts to the auditors
 - Provide supporting documentation of audit testing selections and requests
 - Work with outside audit firm to ensure efficient audit process
 - Assist with the preparation of year-end audited financial statements
- Provide Management with current and relevant financial information via monthly financial statement forecasts, variance to budget analysis, and cash flow forecasting
- Act as a financial resource to other departments by providing financial information and answering questions
- 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
- 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.