



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Staff Accountant</b>
<b>REPORTS TO:</b>	Fractional VP of Finance
<b>DEPARTMENT:</b>	Finance
<b>STATUS:</b>	Full-time, exempt

Charlotte Symphony Orchestra is seeking the important role of a Staff Accountant to work closely with the CSO team to capture financial activity in a timely and accurate manner. Our ideal candidate will be proficient in accounting principles, will communicate effectively with team members, and will manage time efficiently to meet deadlines and expectations, all while using initiative and good judgment in problem solving. As a Staff Accountant, this position will be accountable in the following areas:

- Accounts Payable and Cash Disbursements
- Cash Receipts and Bank Transactions
- Payroll and Benefits Administration Support
- Month End Closing and Financial Reporting Support
- Internal Controls and Compliance Support

This person will report to the Fractional VP of Finance and also work closely with the outsourced Controller's team to prepare financial reports and statements, respond to staff requests, develop the budget and forecasts for the organization, and collaborate with others in the organization to advance our mission.

### **Specific accounting/bookkeeping responsibilities:**

- Execute day-to-day bookkeeping and accounting processes including but not limited to:
  - Accounts Payable / Cash Disbursements (Bill.com, Intacct, Expensify, Banking portals)
    - Capturing and distributing bills for review and approval
    - Processing payments
    - Obtaining and maintaining vendor documents and files
    - Facilitating credit card reviews and reconciliations
  - Cash Receipts and Bank Transactions (Intacct, Banking and Merchant portals)
    - Capturing daily bank transactions
    - Reconciling and recording daily deposits
    - Confirming coding of deposits with Development and Marketing teams
    - Preparing invoices, as requested
  - Payroll and Benefits Administration (Paylocity, Vendor portals)
    - Preparation and reconciliation of bi-weekly payroll
    - Administer benefits processes with third party vendors (healthcare, retirement plans, insurance, etc.)
  - Month End Closing and Financial Reporting Support (Intacct)
    - Ensuring transactions are captured and reviewed accurately and timely



- Preparing month end worksheets and reconciliations
- Providing support to all departments for financial reporting and questions
- Providing support to VP-Finance and Controller in developing budgets and forecasts
- Internal Controls and Compliance Support
  - Monthly sales tax reporting and remissions
  - Annual 1099 preparation
  - Supporting the VP-Finance and Controller during the annual financial audit and 990 tax preparation activities
  - Adhering to existing processes and internal control requirements
  - Proposing improvements to processes and internal controls to ensure integrity of all financial system

### Qualifications

- Education: Accounting Degree or equivalent work experience
- Required:
  - At least 3 years direct work experience with accounting and/or full charge bookkeeping
  - High attention to detail and accuracy
  - Ability to work independently and in a team environment
  - Ability to communicate effectively and respond timely while interacting with outsourced finance team, office staff, musicians, and vendors
  - Critical thinking and excellent judgement in problem-solving
  - Experience with cloud-based accounting and financial systems
  - Advanced Excel skills
  - Ability to work a “hybrid” schedule, i.e. 2 days per week remote, 3 days per week on-site
- Preferred:
  - Experience working with nonprofit organizations and accounting practices
  - Experience with Intacct (accounting), Bill.com (AP) and Expensify (expenses)
- **Proof of being fully vaccinated and boosted for COVID-19 required**

### Applying:

To be considered, interested candidates should send a resume and cover letter to [employment@charlottesymphony.org](mailto:employment@charlottesymphony.org) using the subject line “Staff Accountant.” Applications will be accepted by email only. No phone calls, please.

Charlotte Symphony Orchestra is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, sex, gender identity, sexual orientation, color, religion, national origin, age, disability, veteran status or genetic information. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.