



POSITION DESCRIPTION

TITLE: **Staff Accountant**
REPORTS TO: VP of Finance & Administration
DEPARTMENT: Finance
STATUS: Full-Time

The Charlotte Symphony Orchestra is seeking a Staff Accountant to capture financial activity in a timely and accurate manner. Our ideal candidate will be proficient in general accounting principles, will communicate effectively with team members, and will manage time efficiently to meet deadlines and expectations. This position will support the following areas:

- Accounts Payable and Cash Disbursements
- Cash Receipts and Bank Transactions
- Internal Controls and Compliance

This person will report to the VP of Finance & Administration and also work closely with an outsourced Controller's Team to respond to accounting requests and collaborate with others in the organization to advance our mission. The work schedule for this position is hybrid, during our business hours of 9-5.

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
 - Support bi-weekly payroll
 - Process benefits payments with third party vendors (healthcare, retirement plans, insurance, etc.)
 - Cash Receipts and Bank Transactions (Intacct, Banking and Merchant portals)
 - Capturing daily bank transactions
 - Reconciling and recording daily deposits
 - Confirming coding of deposits with all departments
 - Preparing invoices, as requested
 - Internal Controls and Compliance Support
 - Monthly sales tax reporting and remissions
 - Assist in Annual 1099 preparation
- Projects or other duties as assigned, as time allows.



Qualifications

- Education: Accounting Degree or equivalent work experience
- Required:
 - 1-3 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 with internal and outsourced finance team, office staff, musicians, and vendors
 - Excellent time management, ability to work quickly, and multi-tasking/flexibility
 - Strong critical thinking and excellent judgement in problem-solving
 - Advanced Excel skills
- Preferred:
 - Experience working with nonprofit organizations and accounting practices
 - Experience with Intacct (accounting), Bill.com (AP) and Expensify (expenses)
 - Experience with cloud-based accounting and financial systems

Applying:

To be considered, interested candidates should send a resume and cover letter to 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.