

<b>Job title:</b>	Senior Accounting Analyst
<b>Reports to:</b>	Controller

### **PURPOSE OF THE JOB:**

We have an excellent opportunity for an Accountant who desires to work as part of a dedicated team that impacts the effective fiscal operation of our organization's efforts.

You can utilize your accounting skills in a stimulating environment, while working with others who share your passion for the arts and our mission. Our unique approach allows you the opportunity to be introduced to a variety of people interested in our work and outreach.

Works directly for the Controller and Vice-President Operations and CFO to support and achieve the varied goals of the organization. Activities include journal entries, budgeting, forecasting, fixed asset tracking and various ad-hoc reporting and analysis including pricing and similar business modeling. Candidates must possess a thorough understanding of accounting procedures and ability to work and communicate effectively and professionally with a diverse team.

### **ESSENTIAL JOB FUNCTIONS**

- Responsibilities:**
- Preparation of financial statement, budgets and other management reports.
  - Prepare and record journal entries and reconciliations and make necessary corrections to ensure the accuracy of our accounting system.
  - Maintain cash flow and forecasting models, and arbitrage forecasts
  - Maintain Pro-forma reports and updates accordingly
  - Assists in Board Committee packet preparation
  - Organize fiscal records and prepared documents for annual independent audit and 990 tax return
  - Maintain Fixed Asset records, including but not limited to depreciation and other schedules
  - Familiarity with database management and the ability to oversee the use of our system
  - Maintain central files for contracts
  - Conduct research for and prepare business models and plans and pro-forma for various aspects of the operation

**Qualifications:**      **Minimum Qualifications**

- Bachelor's degree in accounting strongly preferred.
- Two years of experience in accounting or related financial planning, financial management assignment.
- Ability to collaborate and work effectively with diverse team members.

- Strong written and verbal communication skills.
- Proficiency in Microsoft Dynamics GP, Excel, Microsoft Office, database software, and other software as required.

**Preferred Qualifications**

- Interest in all aspects of accounting and confidence in preparing accounting information.
- Good problem solving and strategic thinking skills.
- Understanding of non-profit accounting issues and specific issues of performing arts organizations will be of value in the position.

**Organizational values:** Adheres to and promotes organizational values: (see below)

<b>ORGANIZATIONAL VALUES</b>			
<b>Own it, get it solved</b>	<b>Aim for excellence</b>	<b>Be enthusiastic</b>	<b>Act with respect</b>
<ul style="list-style-type: none"> <li>▪ Integrity</li> <li>▪ Honest communication</li> <li>▪ Transparency</li> <li>▪ Trustworthy</li> <li>▪ Responsible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Striving to improve or meet a standard of excellence</li> <li>▪ Motivated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible</li> <li>▪ Fun</li> <li>▪ Embraces new ideas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service</li> <li>▪ Considerate of others</li> <li>▪ Treat others with dignity and care</li> <li>▪ Work toward shared goals</li> </ul>

**Performs related duties as required**

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*