



POSITION DESCRIPTION

Position Title: Staff Accountant
Status: Full-Time/Exempt
Reports To: Controller

Position Summary:

The Staff Accountant works with the Chief Financial Officer and Controller to produce accurate reports for use in preparation of monthly financial statements and comparative budget variance analysis.

This self-motivated individual will possess excellent judgment and decorum, as well as exceptional communication, organization, and administrative skills. The candidate will have the ability to positively and proactively manage multiple tasks under tight deadlines and thrive in a fast-paced, dynamic environment.

Responsibilities:

- ❑ Manage all aspects of Accounts Payable; review submitted invoices for accuracy, account coding, and manual input into Accounts Payable system as well as the printing and distribution of checks weekly.
- ❑ Manage and reconcile Accounts Receivable; maintain a monthly reconciliation of the general ledger balance and subsidiary account balances. Resolve discrepancies and propose adjustments as needed.
- ❑ Post batch transactions daily from the box office, education, and development department. Insure adjustments, batch accounts, and transactions balance. Resolve discrepancies with batches.
- ❑ Prepare daily cash receipts reports, make deposits to bank either online or physically, send out distribution to staff, and provide CFO and Controller with daily available bank balance and cash reports. Maintain a daily outstanding check balance for multiple accounts.
- ❑ Scan daily cash receipts and credit card transactions into "shared" folder.
- ❑ Review and distribute appropriately all incoming mail.
- ❑ Monitor and replenish postage meter and bulk mailing requirements, as needed.
- ❑ Reconcile ticket sales report monthly and prepare city fee liability for CFO's approval.
- ❑ Update chart of accounts for general ledger, analyze monthly balance sheet accounts for accuracy in reporting and write-up adjusting entries as necessary; prepare journal entries in accounting system modules.
- ❑ Assist with reconciliation and analysis of income and expense accounts.

- ❑ Reconcile reports for pension plans (monthly aging of receivables and musician pension for American Federation of Musicians remittance calculations).
- ❑ Assist the accounting department with the annual audit.
- ❑ Set-up of new vendors and the update of current vendors in the Accounts Payable system; manage, maintain and acquire W-9's on vendors.
- ❑ Prepare annual 1099's for vendors and 1096 transmittal to the IRS.
- ❑ Reconcile accounts payable subsidiary per module to ledger on a weekly basis.
- ❑ Reconcile box office transactions daily, communicate with box office staff when there are errors or discrepancies to resolve. Prepare bank deposits of cash and checks from box office reconciliation daily. Prepare banks for daily use in box office as well as banks for other Symphony events (e.g., merchandise sales).
- ❑ Balance online credit card processing.
- ❑ Produce and distribute changes to the chart of accounts and project codes.
- ❑ Maintain all Finance Department records based on legal compliance as determined by the Chief Financial Officer.
- ❑ Other duties as requested or assigned.

Qualifications/Requirements:

- ❑ Bachelor's degree with three years' experience in finance or accounting.
- ❑ Knowledge of Microsoft Office, with emphasis on Excel, payroll and accounting systems; knowledge of Tessitura a plus.
- ❑ Excellent communication skills, both written and oral. Fluency in English.
- ❑ Highly developed organizational skills and strong attention to detail.
- ❑ Diplomacy in handling sensitive and confidential information.
- ❑ Must have a positive attitude, be able to work as part of a high-functioning team and possess a passion for the performing arts.
- ❑ Must be self-driven, demonstrate initiative, and be able to multi-task and adapt to changing priorities.

Diversity, Equity and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law

Benefits and Compensation

Compensation, including benefits will be competitive and commensurate with qualifications and experience. The Symphony offers a wide range of benefits including: a 35-hour work week, 12 paid Holidays, 10 paid vacation days, 6 paid sick days, 403 (b) Plan and more.

Application

Please submit a cover letter and resume to Andreea Vineyard at HR@jaxsymphony.org

About the Jacksonville Symphony

Our mission is to enrich the human spirit through symphonic music.

As Music Director Courtney Lewis begins his sixth season on the conductor's podium, the Jacksonville Symphony celebrates the 2020/21 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost 100 performances in Jacoby Symphony Hall and communities throughout Florida.

The Jacksonville Symphony is one of Northeast Florida's most important cultural institutions. Founded in 1949, the Symphony now enjoys a national reputation, regularly heard on more than 250 public radio stations across the country on *Performance Today*. Combined with performances aired on Jacksonville's public radio station WJCT and the organization's continually growing streaming program, the Symphony reaches over 60,000 individuals through these digital channels. In 2018, the orchestra was selected as one of four orchestras from across the country to participate in the 2020 *SHIFT: A Festival of American Orchestras* in Washington, D.C.* The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience. Each year thousands enjoy the Symphony's performances both at Jacoby Symphony Hall in the Times-Union Center for the Performing Arts and at venues located throughout the state of Florida.

The Symphony is a crucial leader in the community for music education, serving four county school districts and over 35,000 students. In addition to offering free tickets to children under the age of 18 for selected *Florida Blue Masterworks* concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Deanna Tham, the Jacksonville Symphony Youth Orchestras (JSYO) serves more than 300 talented musicians from all over Northeast Florida. The six levels of ensembles enable the JSYO to serve the needs of all musicians with individualized, ability-specific instruction. JSYO enriches orchestral instruction by guiding young musicians with quality musical instruction, improving skills and maintaining the highest standards. In June 2018, the Jacksonville Symphony Youth Orchestras embarked on its first national tour as one of only three student orchestras invited to perform in the Los Angeles International Music Festival at Walt Disney Concert Hall.

Over the years, the Jacksonville Symphony has hosted some of the most renowned artists of the music world including: Isaac Stern, Benny Goodman, Duke Ellington, Marilyn Horne, Luciano Pavarotti, Itzhak Perlman, Kathleen Battle, Mstislav Rostropovich, Audra McDonald, Joshua Bell, Lang Lang, Alisa Weilerstein, Branford Marsalis and Renée Fleming.

*Shift Festival cancelled due to Covid

Updated: 5/20/2021