

Kansas City Symphony

Position Title: Staff Accountant
Department: Administration-Finance
Type: Full-Time

SUMMARY:

To perform day-to-day bookkeeping and accounting functions required to support the business and strategic objectives of the Kansas City Symphony in an accurate, cost-effective, and timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- ◆ Process staff and musician payroll and maintain vacation and paid-time-off accruals for office staff.
- ◆ Manage collection of mandatory documents (W4s, I9s, etc.) from all employees (symphony staff, musicians, stagehands and various other part-time concert-based employees) to enable payroll records to be created and processed using the automated payroll processing system.
- ◆ Knowledge of payroll laws and expectation to keep up to date on changes to legislation affecting payroll.
- ◆ Day to day management and processing of accounts payable, including matching invoices with contracts if applicable, obtaining approval for payments, timely processing of payments to vendors, researching vendor problems, preparation of computer checks and obtaining appropriate check signatures. Check all invoices for sales tax and provide sales tax exemption certificate to vendors.
- ◆ Understanding and identification of 1099 vendors, proper accounting for 1099 amounts in the accounting system, and obtaining W-9 forms.
- ◆ Understanding and identification of Missouri Non-Resident entertainers, proper accounting for these amounts and obtaining appropriate tax forms.

- ◆ Day to day management of accounts receivable processing, including entering invoices, producing invoices and statements, researching billing problems and customer issues.
- ◆ Obtain employee benefits forms at the beginning of every open enrollment period and employee eligibility period. Enroll and maintain benefit enrollments for all employees. Code benefit bills for approval and payment.
- ◆ Make new employee benefits packets.
- ◆ Act as petty cash custodian, assuring safeguard of funds and proper accounting, reconciliation, and reimbursement of same.
- ◆ Preparation and transport of daily deposits of symphony office cash receipts. As well as for employees monthly Visa payments to the bank.
- ◆ Maintain cash receipts ledger for UMB and Commerce Bank and use Tessitura's Export function to post related journal entries.
- ◆ Process credit card receipts for KCS and its affiliates as required. Balance credit card transactions for the previous business day to the daily reports.
- ◆ Record sheet music purchases and prepaid expenses as they occur.
- ◆ Learn the Tessitura ticketing/donor database and provide back-up to the Donor Information Specialist in processing contributions as needed.
- ◆ Perform posting for auxiliary lockbox transactions. Generate, coordinate and review lists needed for ball and event tax letters for each auxiliary.
- ◆ Collect auxiliary work papers and record auxiliary transactions. Reconcile those accounts and help treasurers with any problems that they might have. Data entry of all auxiliary transactions in the accounting system.
- ◆ Maintain employee, benefits and company accounting files.

- ◆ Prepare certain audit work-papers.
- ◆ Track liquor inventory, purchases, and sales.

Other responsibilities:

- ◆ To attend staff meetings and auxiliary treasurer meetings.
- ◆ To participate in interdepartmental task groups as appropriate.
- ◆ Some evening and weekend work at events

Professional skills, education, and experience required:

Candidate must have a background in accounting and bookkeeping with specific experience in payroll, AP, AR, and GL. Familiarity and experience with automated accounting systems is required. The ability to juggle simultaneous priorities is essential. Must be able to multi-task, take initiative to figure out problems on your own, and willing to learn new technology. Must have strong attention to detail. Ability to collaborate and work effectively with diverse team members.

An understanding of non-profit accounting and performing arts organizations will be of value in this position.

Individual should possess an Associates degree in accounting or related field, or the equivalent experience. A Bachelor's degree in accounting is preferred.

Familiarity with spreadsheet, word processing, database, and accounting software is required, as is the ability to operate a ten-key by touch.

Physical Demands:

Position requires the ability to sit at a desk and operate a computer for prolonged periods. Candidate must be able to drive a car and to climb stairs.

Work Environment:

Position is located in an office that is generally quiet, but not private. It is sometimes necessary to attend meetings in theatre facilities that have stairs and no elevators available.

Personal Qualities:

Candidate must like working on the detailed aspects of accounting and have a good eye for detail. Other desirable qualities include: Enjoys interacting with various types of people on a day-to-day basis; Understands the importance of accuracy and timeliness; flexibility; takes pride in a job well-done; is a self-starter; and takes initiative to resolve problems but is not reticent to ask for help when its needed.

Kansas City Symphony is an Equal Opportunity Employer.

To Apply:

Please forward your resume and letter of application to:

Sara Lohe, CFO
slohe@kcsymphony.org