



JOB POSTING
Staff Accountant

POSTING DATE: *July 2, 2024*
REPORTS TO: *Senior Accountant*

The Kansas City Symphony seeks a Staff Accountant to join the Finance team in the day-to-day accounting functions of symphony operations. As Staff Accountant, you will work closely with all other departments in a high-paced, efficient environment at one of Kansas City's leading cultural institutions and one of America's major orchestras.

POSITION SUMMARY: The Staff Accountant will handle day to day management and processing of accounts payable, identify 1099 vendors, be involved in the cash receipts process, onboarding of new employees and process changes in the payroll system. Understand and identify MO non-resident entertainers and obtain appropriate tax forms. Handle accounting for auxiliary fundraising organizations and work with auxiliary treasurers. Maintain employee, benefits and company accounting files. Learn the Tessitura database and ticketing system and process database reports.

The Ideal Candidate will have:

- A background in accounting and bookkeeping specifically In AP, payroll, and GL.
- Familiarity and experience with automated accounting systems.
- Ability to multi-task and learn new technology
- Initiative to solve problems on your own
- 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
- Exceptional organizational abilities and acute attention to details and deadlines.
- An Associate degree in accounting or related field, or the equivalent experience. A Bachelors degree in accounting or related field is preferred.
- Familiarity with Excel and ability to operate a 10-key by touch

COMPENSATION: \$23-\$25 per hour or more, commensurate with experience. The Kansas City Symphony offers a very rich suite of benefits including a PPO health insurance plan with dental and vision benefits, along with a 403(b) plan with employer match, disability insurance, and maternity benefits.

ABOUT THE ORGANIZATION: Founded in 1982, the Kansas City Symphony has rocketed to become one of the top 25 orchestras in the United States. During its 42-week season, it performs a huge range of orchestral and chamber music in its performance home, Helzberg Hall, at the Kauffman Center for the Performing Arts. The musicians of the KCS also perform throughout the Kansas City metro region on a portable stage, the Mobile Music Box. Starting in July 2024, the orchestra will welcome conductor and composer Matthias Pintscher as music director. Matthias regularly conducts many of the world's best orchestras and opera companies and ranks as one of the world's foremost composers of orchestral music. The Symphony includes 80 full-time musicians from around the world who call Kansas City home. Every season, dozens of soloists of all genres perform with the KCS and it also accompanies films, playing the soundtrack live as the movie is projected on Helzberg Hall's giant screen. Between concerts at the Kauffman Center, performances on the Mobile Music Box, and community events like Celebration at the Station, the Symphony aspires to serve all Kansas City through music.

If you are interested in joining an organization that is not only fanatical about symphonic music but also about the transformational effect that this living art form can have on people's lives, we invite you to apply by submitting a cover letter and resume to Sara Lohe, CFO at slohe@kcsymphony.org.



The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.