



JOB POSTING
Staff Accountant

POSTING DATE: March 9, 2026
REPORTS TO: Senior Accountant
WORKS CLOSELY WITH: Accounting Manager and Chief Financial Officer

In only its 42nd season, the Kansas City Symphony (KCS) has already become one of America's most vibrant major orchestras, quickly gaining national and international recognition. The Symphony is entering its second season with world renowned conductor and composer Matthias Pintscher as its Music Director, and the positive energy and buzz around this orchestra is intensely optimistic and forward-moving.

Continuously creating live music experiences in Helzberg Hall at the prestigious Kauffman Center for the Performing Arts, the Symphony serves Kansas City's metro population of more than 2.2 million people and welcomes tens of thousands of visitors across a huge swath of the Midwest as well. The Symphony's 80 full-time musicians perform in diverse and dynamic musical experiences in orchestral and chamber formats each season. The Symphony also serves as the orchestra for the Kansas City Ballet and the Lyric Opera of Kansas City, enriching the community's cultural landscape.

While the Kansas City Symphony ranks among leading American orchestras, it also stands out as one of the most agile. The lean operation of just over 30 full-time staff enables the organization to be fast and nimble, with the excitement of a startup but the polish, stature, connections, and resources of a major cultural institution. Its \$25M annual operating budget is fueled by the strongest ticket sales per capita in the sector, along with healthy annual contributions and a \$135M endowment provided by Kansas City's exceptional civic culture of philanthropy. A wide range of programming spans every genre from classical and concert opera to rock, film with live orchestra, and all manner of contemporary artists. The orchestra aspires to do more and to be more for all the people of Kansas City and surrounding regions, and the growth trajectory is exciting, rapid, and palpable.

Nothing signifies this rapid ascent more than the orchestra's debut on the world stage in 2024. While other orchestras are pulling back from global commitments, the Kansas City Symphony is boldly stepping forward, having accepted invitations to be presented in Europe's top concert halls, including Amsterdam's Concertgebouw, the Berlin Philharmonie, and the stunning new Elbphilharmonie in Hamburg. The orchestra's sold-out performances in 2024 triggered immediate re-invitations, and the orchestra is developing funding and plans to support a return to be presented once more by all of these venues in 2026.

Position Overview

The Staff Accountant performs 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.

The ideal candidate is professional who is drawn to the opportunity to work as part of a small, tight-knit team. You are a self-motivated problem-solver. You are willing to both give and receive help. At the end of the day, "getting it right" is more important to you than "being right". If this rings true, we'd love to hear from you!

Key Responsibilities

Payroll & Benefits

- Enter new employees and changes in the payroll system
- Responsible for new employee onboarding.
- Ensure mandatory documents (W4s, I9s, etc.) are maintained in the payroll system
- Maintain employee, benefits and company accounting files.

Accounts Payable

- 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 tax amounts and obtaining appropriate tax forms.
- Understanding and identification of Foreign entertainers, proper accounting for these tax amounts and obtaining appropriate tax forms.

Cash Receipts

- Preparation and transport of daily deposits of symphony office cash receipts. As well as for employees monthly Visa payments to the bank.
- Learn the cash receipts process as a backup to the Sr. Accountant

Accounting

- Act as petty cash custodian, assuring safeguard of funds and proper accounting, reconciliation, and reimbursement of same.
- Record prepaid expenses as they occur.
- 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.
- Prepare certain audit work-papers and assist outside auditors during the audit process.
- Learn and use the Tessitura database

Collaboration

- Collaborate effectively with key partners from other departments such as Manager of Ticketing Services and Data Information Specialist.
- Build trusting relationships with the volunteer auxiliary treasurers
- Attend staff meetings
- Participate in interdepartmental task groups as appropriate.
- Some evening and weekend work at events

Other duties as assigned.

Key Performance Indicators

- Accurate identification of 1099 services during accounts payable processing.
- Timely and accurate processing of auxiliary records
- Positive 360 feedback from team, KCS leadership, other departments, and auxiliary partners.

Qualifications and Experience

- Background in accounting and bookkeeping with specific experience in payroll, AP, and GL.
- Familiarity and experience with automated accounting systems is required.
- An understanding of non-profit accounting and performing arts organizations will be of value in this position.
- Proficiency with Microsoft Excel required.
- Associates degree in accounting or related field, or the equivalent experience. A Bachelors degree in accounting is preferred.
- Ability to operate a 10-key by touch.

Core Competencies

- The ability to juggle simultaneous priorities is essential.
- Must be able to multi-task, take initiative to solve 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.

Other Requirements

- Flexibility. Some weekend and evening work will be required for events.
- Ability to operate in a standard office environment on location at the KCS offices.
- Current, valid driver's license
- This position requires the ability to sit or stand at a desk and operate a computer for prolonged periods of time.
- Must be able to lift up to 35 pounds without assistance.
- Will be required to navigate stairs and drive a car.
- It is sometimes necessary to attend meetings at the Kauffman Center for the Performing Arts or other off-site locations.

Compensation and Benefits

- Target base salary range is \$50-55k, commensurate with candidate experience
- 403(b) retirement plan
- Comprehensive healthcare coverage
- Generous vacation and sick leave

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.

Application Process

Interested candidates should submit a resume and (optional) cover letter addressed to Sara Lohe, Chief Financial Officer, articulating why you are interested in this specific role.

Please send applications via email to slohe@kcsymphony.org .

Applications will be accepted through March 27, 2026. Interviews are expected to commence via Zoom on a rolling basis starting early April. Finalist interviews will be conducted in person in Kansas City.