

Job title:	Accounting Generalist
Reports to:	Controller

PURPOSE OF THE JOB:

We have an excellent opportunity for an entry level bookkeeper 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.

This position reports directly to the Controller to support and achieve the varied goals of the organization. Activities include but are not limited to accounts payable, accounts receivable, daily deposits, payroll processing, and other office support. Candidates must possess a thorough understanding of accounting procedures and the ability to work and communicate effectively and professionally with a diverse team.

ESSENTIAL JOB FUNCTIONS

- Responsibilities:**
- Responsible for accounts receivable processing including invoicing, reporting and processing payments
 - Responsible for accounts payable functions including invoice processing, distribution of payments and record keeping
 - Preparation of deposits.
 - Maintenance of Petty Cash
 - Process company mail
 - Assists in Board Committee packet preparation
 - Organize and maintain fiscal records and prepare documents for annual independent audit
 - Annual preparation of 1099 and 1096 filings
 - Maintain central files for contracts
 - Assist with general office supply orders
 - Performs related duties as assigned

Qualifications: **Minimum Qualifications**

- Bachelor's degree in accounting strongly preferred.
- Two years of experience in accounting or related financial planning or financial management assignment.
- Demonstrated excellent cash handling experience.
- Ability to collaborate and work effectively with diverse team members.
- Strong written and verbal communication skills.
- Proficiency in Excel, Microsoft Office, database software, and other software as required.

Preferred Qualifications

- Proficiency in using Microsoft GP Dynamics, specifically purchasing and sales modules
- 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)

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

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.