

Job Title:	Sr. Accounting Analyst
Reports To:	Controller

PURPOSE OF THE JOB:

Kauffman Center for the Performing Arts is seeking a detail-oriented, results-driven Sr. Accounting Analyst. Located in the Crossroads district, the Kauffman Center is a world-class performing arts venue with two concert halls. Our vision is to enrich the lives of everyone in the community through extraordinary and diverse performing arts experiences.

This full-time position works directly with the Controller to support and achieve the varied goals of the organization. Responsibilities include but are not limited to journal entries, budgeting, forecasting, reconciliations, cash forecasting and various ad-hoc reporting and analysis. Candidates must possess a thorough understanding of GAAP accounting procedures and ability to work and communicate effectively and professionally with a diverse team and multiple departments.

ESSENTIAL JOB FUNCTIONS

- Prepare and record journal entries and reconciliations and make necessary corrections to ensure the accuracy of our accounting system.
- Prepare monthly food and beverage settlements.
- Review and record show settlements
- Preparation of financial statements, budgets, forecasts and other management reports.
- Assists in preparing board and committee presentation materials.
- Organize fiscal records for preparation of annual independent audit and annual 990 tax return filing, and other compliance reporting.
- Perform other duties as assigned.

ESSENTIAL SKILLS AND ABILITIES

Education and Experience

- Bachelor’s of Accounting degree required
- Minimum of 5 years of experience in a relevant accounting position
- CPA certification preferred

Knowledge and Skills

- Working knowledge of accounting software, preferably Sage Intacct
- Proficient in Microsoft Excel and other Microsoft products
- Ability to collaborate and work effectively with multiple departments and resident organizations proactively and professionally
- Excellent verbal and written communication skills
- Strong problem solving and strategic thinking skills
- Ability to multi-task and meet deadlines
- Understanding of non-profit accounting issues will be of value in this position

APPLICANT INSTRUCTIONS

- Please submit a cover letter addressing how you meet the required qualifications, your salary requirements, and a resume to hr@kauffmancenter.org. Incomplete applications will not be considered.

This position is full-time with benefits which include:

- Excellent Benefits (Medical, Dental, Vision, FSA, HRA, Disability Insurance, EAP & more)
- 401k Retirement Plan with Employer Match
- Paid Vacation, PTO, Holidays and Discretionary Days
- Professional development opportunities and tuition reimbursement

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

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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.