



the phoenix symphony

**POSITION:** Accounting Assistant

**Position Summary:**

The Accounting Assistant works closely with all other departments and team members to help achieve departmental and organizational goals. In addition to other duties, the Accounting Assistant is responsible for processing accounts payable, accounts receivable and cash receipts in an accurate and timely manner.

**Duties and Responsibilities:**

1. Receive, enter and process invoices and statements for accounts payable into MS Dynamics Great Plains.
2. Prepare payments to vendors.
3. Monitor and update accounts payable aging schedule.
4. Maintain good working relationships with vendors.
5. Receive, process and deposits cash/checks daily.
6. Code and enter cash receipts into MS Dynamics Great Plains.
7. Maintain checkbook.
8. Work with other staff to ensure all cash receipts and accompanying backup are delivered to Finance in a timely fashion.
9. Maintain records of credit card receipts and monitor credit card receivables.
10. Responsible for ordering office supplies/business cards/office stationary.
11. Responsible for ensuring adequate postage is added to postage machine.
12. Assists in preparing and posting general journal entries.
13. Acts as backup to HR Manager for payroll input.
14. Other duties as assigned.

**Knowledge, Ability, Experience Requirements:**

The individual filling this position should have experience working with MS Dynamics Great Plains accounting software, specifically with purchasing and accounts payable module; must have good Excel skills, 2-3 years accounts payable experience, and have a working knowledge of double entry accounting.

Interested persons should email resume, letter of interest and salary requirements to: [tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org).

The Phoenix Symphony is an Equal Opportunity Employer.