

**POSITION:** Sr. Accountant

**Supervisor:** Director of Finance

**Position Summary:**

The Sr. Accountant is an integral member of the Finance Team and works closely with all departments and team members to help achieve organizational goals. This is a dynamic position which requires both daily proactive face to face interaction across the organization, and precise detailed hands on work. The Sr. Accountant is responsible for all day-to-day accounting functions and produces financial information in an accurate and timely manner.

**Duties and Responsibilities:**

- Prepare and review all aspects of the monthly accounting cycle while ensuring that the cycle is completed and delivered in a timely and accurate manner
- Maintain accuracy of general ledger accounts by reconciling and analyzing various balance sheet and income accounts
- Creates and posts journal entries complete with appropriate back-up schedules
- Creates and prepares subsidiary schedules including but not exclusive to depreciation and pre-paid expenses
- Reconciles bank accounts monthly
- Compiles monthly financial statements and reviews and analyzes variances in statements providing explanations for significant variances and balances
- Supervises Accounting Assistant and the accounts payable and receivable functions
- Prepares annual audit schedules and interfaces with auditors during annual audit process
- Assists in budget preparation for organizational and grant-seeking purposes
- Acts as backup to HR Manager for benefit administration.
- Assists in special projects and other duties as assigned
- Essential member of the Phoenix Symphony Finance Team

### **Knowledge, Ability, Experience Requirements:**

The individual filling this position should have a Bachelor's degree in Accounting or a related field and a minimum of 3-5 years experience in a responsible accounting position. Additional experience may substitute for education or degrees in other fields. Strongly demonstrated working knowledge of GAAP is essential, as are excellent oral and written communication skills. The ability to handle multiple tasks, changing priorities and a demanding time-sensitive workload is essential as is excellent analytical and problem-solving abilities and exceptional attention to detail. To be successful the Accounting Manager must have intermediate or higher knowledge of Excel. Previous experience working with Microsoft Dynamics or similar accounting software is required. Experience working in non-profit accounting and with support foundations and/or endowment funds is a bonus but is not required.

### **Other Requirements:**

Must be able to work independently with minimal supervision and have a strong customer service orientation. Must show demonstrated passion for the work of the Phoenix Symphony and the value it brings to our community.

**Interested persons should email resume and letter of interest with salary requirements to:**

[tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org)

*The Phoenix Symphony is an Equal Opportunity Employer.*