

Manager, Accounting

DEPARTMENT: Finance & Administration

REPORTS TO: VP, Finance & Administration

SUPERVISORY RESPONSIBILITY: None

STATUS: Full Time

FLSA: Exempt

CAREER LEVEL: Manager

LOCATION: Hybrid – NYC Based

SALARY RANGE: \$90,000-95,000

APPLICATION LINK: <https://leagueofamericanorchestras.bamboohr.com/careers/25>

POSITION DUTIES AND RESPONSIBILITIES

The duties that follow represent the primary responsibilities for this role. All employees are responsible for performing other duties as assigned. Primary responsibilities for this role include the following:

- Manage with month end close process, including fixed asset depreciation, accrued expense recognition, flex benefits reconciliation, shared cost allocations, and prepaid expense amortization
- Run reports for internal and external stakeholders and remain well versed in explaining the reports, including but not limited to project and grant profit & loss statements, full organization financial statements, and forecasting
- Complete monthly reconciliation with both earned and contributed revenue departments to ensure fidelity of data across systems
- Coordinate grant budgets and reporting with Development department
- Collaborate with VP of Finance on annual audit and 990 preparation
- Process weekly Accounts Payable invoices, including coordination with staff on coding, entry into accounting system, and payments via bank or third party processor
- Enter receivables and associated payments for Membership, Events, & Development revenue and conduct monthly reconciliation meetings with program teams to ensure accurate records
- Run semi-monthly payroll, maintain time allocations, and post payroll journal entry
- Set up and maintain state tax accounts as needed
- Coordinate credit card statements with cardholders, ensuring they are filled out in Zoho, and import activity into accounting system
- Maintain regular reports of cash balance and activity, dispense petty cash as needed, and process weekly deposits
- Provide general office support, including relationships with vendors, maintaining supply inventory, coordinating office maintenance and service calls, and mail distribution
- Assist with human resources support, including open enrollment, onboarding/offboarding, and maintaining records as needed
- Lead IT policies to ensure staff is supported through technology and software solutions

POSITION QUALIFICATIONS

Education/Certification

- Bachelor's degree in Accounting required.

Experience

- At least 3 years of relevant experience required

Skills/Abilities

- Ability to handle multiple tasks simultaneously.
- Possesses strong work ethic, service mentality, and solid interpersonal skills, team player, attention to detail.
- Computer literate, solid knowledge of Microsoft office suite, and strong background with accounting systems
- Interest in the arts/music preferred, but not required.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This role is expected to go into the office 1-2 times a week for office maintenance and clerical needs.

Physical Demands

- This role requires the routine use of standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- May require light lifting in the maintenance and configuration of the office
- This role requires using the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.

Work Environment

In the primary work environment, the noise level is quiet to moderate with ambient room temperatures, and lighting.

Equal Opportunity Employer Statement

The League is an equal opportunity employer that is committed to equity, diversity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The League makes hiring decisions based solely on qualifications, merit, and business needs at the time.