

## Senior Accountant

Salary Range: \$63,000-\$67,000 Annually

Status: Full-Time, Exempt

The Senior Accountant is a key member of the Finance Department. They perform a variety of complex accounting functions including payroll, monthly reconciliations, maintaining chart of accounts, resolving discrepancies, research and analysis for reporting, decision making, and audit support all with a high level of accuracy and efficiency. The Senior Accountant is responsible for all aspects of the employment lifecycle of ACT's year-round and seasonal employees in a multiple-cycle, multiple-union, complex payroll environment. In addition, they ensure accounts payable and credit cards are coded and paid accurately. They serve as a thought partner with theatre leadership to improve process and ensure good communications between departments. This position supports the Finance Director in budgeting and reporting and will take on special projects to update and streamline accounting system as needed.

Benefits include health insurance, paid sick, vacation, and holidays, 403b plan, access to \$5 downtown parking, and free tickets to ACT productions. Open to hybrid work. COVID-19 vaccination is a condition of employment.

### **Responsibilities Include (But Are Not Limited To):**

#### **Payroll – 40%**

- Process payroll ensuring accurate cost allocations to each show and project
- Calculate and pay liabilities, including taxes, benefits, and union liabilities
- Perform statutory reporting
- Reconcile payroll-related liability accounts quarterly and annually
- Maintain accurate personnel information, files, and documentation

#### **Revenue Accounting – 40%**

- Make daily batch revenue postings from Tessitura to Abila (MIP)
- Daily cash tracking of bank and investment accounts
- Perform monthly and annual reconciliations of all GL accounts, including bank, petty cash, investment, loan, and co-productions
- Maintain GL, including required recoding and creation of new account codes, and updating of GL coding reference documents for each department
- Make Adjusting Journal Entries as required
- Track and post A/R, employee receivables, and miscellaneous revenue
- Track, calculate, and settle royalty payments
- Assist with annual audit including EOY duties (depreciation schedules, revenue reconciliation, etc.)
- Perform statutory reporting
- Make daily cash deposits
- Produce standard and ad hoc reports as requested

#### **Accounts Payable – 15%**

- Process AP and credit card, coding and payment
- Respond to inquiries from vendors
- Oversee additions and deletion of company credit cards
- Prepare annual 1099 tax forms for vendors



## **Other Duties – 5%**

- Special projects in support of modernizing and streamlining critical accounting systems

## **Qualifications/Skills**

- Minimum two years payroll experience ideally including union represented, non-represented, and casual employees
- Non-profit accounting experience preferred
- Abila (MIP) fund accounting software experience, particularly payroll and AP modules
- Tessitura or similar CRM experience
- Highly proficient with Excel and Visual Basic
- Strong understanding of GAAP
- High degree of attention to detail with independent problem-solving skills
- Strong written communication skills
- Ability to work independently and collaboratively
- Demonstrated ethics and integrity
- Sound judgement and demonstrable analytic abilities
- Able to work in an upbeat and often fast-paced environment
- Demonstrated ability in “people skills,” including building trust and rapport in business relationships with diverse individuals, listening skills, poise, and tact
- Flexible and calm under pressure
- Interest in and ability to learn the intricacies of a producing theatre organization
- Commitment to maintaining confidentiality
- Must be able to pass a background check
- Drive to collaborate to achieve common goals, flexible, problem-solver, detail-oriented, support driven, work independently on multiple projects at a time

## **Equity and Inclusion**

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to equity, diversity, inclusion, accessibility, and belonging.

## **Physical Skills/Work Environment**

While performing the duties of this job, the employee is regularly required to operate a computer, use a telephone, and move through a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment.

## **To Apply**

Submit resume and cover letter with “Senior Accountant” in the subject line to [work@acttheatre.org](mailto:work@acttheatre.org)