

Job Title: Staff Accountant

Department: Administration

Reports to: Senior Director, Finance & Accounting

Job Type: Full Time / Exempt

Salary Range: \$60,000-70,000

About The Z:

The Zeiterion Performing Arts Center (The "Z") is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social, and economic vitality of the South Coast.

POSITION OVERVIEW:

Under the direction of the Senior Director, Finance & Accounting, the Staff Accountant performs a variety of accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; maintains the accuracy of the Organization's ledgers and financial systems; assists in the preparation of budgets, annual audit, and monthly, year-end closing; provides assistance to management; perform special department projects as assigned; grant and sponsorship billing; and performance reconciliation & reporting. This is a full-time, exempt, permanent position. Workdays are typically Monday through Friday, 9 am-5 pm.

Work location is on site/remote hybrid.

RESPONSIBILITIES:

Staff Accountant will have responsibilities over all bookkeeping activities and provide financial management support functions, including but not limited to:

- Perform accounting functions supporting operations; maintain accuracy of general, revenue, and expenditure ledgers and financial systems.

- Reconcile financial ledgers and records; prepare general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.

- Prepare bank reconciliations and related journal entries for a variety of accounts.

- Prepare investment reconciliation and related journal entries.

- Process, review, and audit all accounts payable, cash receipts, invoices, payroll allocations, and other accounting records and transactions; ensure funds are posted to the correct accounts and that all accounts balance.

- Maintain inventory adjustments regularly.

- Assist in managing and monitoring capital renovation project expenditures.

Prepare a monthly cash report for management, detailing the current cash position for each bank account and reconciling all temporarily restricted fund balances.

Perform grant accounting work related to federal, state or grant agency funding; maintain records for audit purposes.

Maintain and track fixed asset depreciation and other schedules.

Preparation of year-end closings and accompanying financial reports. Participate in the year-end audit; and compile and prepare supporting schedules.

Aid in the development of the annual budget; assist in the review and validation of the annual Operating/Program budgets.

Assist in integration of various applications (ticketing, donor, ADP) into QuickBooks

Oversee the timely and accurate submission of payroll tax returns and related W-2 and 1099-Misc Income forms.

Manage contract payment requirements and cultivate and maintain good working relationships with all vendors and performing artists.

Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in accounting, finance, or business (or equivalent combination of education, training, and experience).

4-6 years of nonprofit accounting experience.

Grant management and compliance experience preferred.

Prior experience in payroll utilizing ADP or similar payroll processing system and time keeping systems preferred.

Excellent technical skills including Office 365 and QuickBooks online software experience required.

Advanced experience with MS Excel required.

Experience with fundraising/ticketing software preferred but not required.

Strong knowledge of GAAP and application of accounting principles required.

Strong communication skills and comfortable interacting with team members at all levels of the organization.

Commitment to diversity, equity, inclusion, and justice.

Fun, collaborative, and curious work style.

EQUAL OPPORTUNITY: The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of

antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The role entails sitting at a workstation and use of a keyboard for long periods of time.
- The role includes onsite work and remote work, as required.
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams.
- The Z is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity.

HOW TO APPLY:

Please send your application to: Careers@zeiterion.org