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| WSS-FINAL LockUp_Center-01 | **Winston-Salem Symphony**

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| **Position:** | Staff Accountant |
| **Reports To**: | V.P., Chief Operating Officer |
| **Status**: | Part-time, non-exempt  |
| **Date Prepared**: | April 2024 |

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 **Position Summary:**

The Winston-Salem Symphony’s (WSS) part-time Staff Accountant is responsible for managing detail-oriented daily, weekly, and monthly accounting tasks, ensuring accurate and timely financial records, and providing essential support to the Chief Operating Officer (COO). A member of the finance and administration team, the Staff Accountant acts as a fiduciary and maintains the highest level of confidentiality as it relates to the organization’s financial and operating matters.

**Accountabilities:**

**Daily Accounting Tasks:**

* Record and reconcile all daily financial transactions.
* Maintain and update the general ledger, and chart of accounts.
* Monitor and manage accounts payable and receivable.
* Remote deposit processing.

**Weekly and Monthly Financial Reporting:**

* Complete the month-end close out process (bank statement reconciliations, reconcile revenue with CRM, enter credit card transactions, reconcile and pay sales tax, complete balance sheet reconciliation, update and reconcile restricted donations, detailed general ledger review, and budget vs actual analysis).
* Assist in preparation of weekly and monthly financial statements, cash flow analyses, and other interim reports as required by the COO, or Board of Directors.
* Assist in the preparation of financial budgets and forecasts.
* Assist in the preparation of grant-related financial reports for internal and external stakeholders.

**Financial System Management:**

* Utilize accounting software (QuickBooks) and MSOffice 365 to maintain accurate financial records and reconciliations.
* Recommend improvements to financial systems and processes.

**Other Responsibilities:**

* Collaborate with COO to update and implement financial policies and procedures to ensure regulatory and Symphony compliance.
* Assist in the annual preparation of audited financial statements and related 990.
* Provide budget variance analysis and provide insightful reports to support decision making.

**Performance Measurements:**

* 100% accurate data entry of financial information
* Zero late payments on accounts payable
* Zero late payments on accounts receivable
* Month-end close completed by the 15th of each month.

**Qualifications:**

**Required**

* Bachelor’s degree in accounting, finance, business administration, or related field.
* 1+ years of accounting experience.
* Proficient in QuickBooks and MS Office 365.
* Attention to detail and commitment to accuracy.
* Excellent organization and time management skills.
* Ability to communicate effectively with team members and external stakeholders.
* Able to work effectively and maintain a professional demeanor in high-pressure situations and fast-paced environments.
* Self-motivated and detail-oriented with strong analytic skills.
* Successful completion of a clear background check.

**Preferred**

* Non-profit experience and strong understanding of non-profit accounting principles and regulations.
* Previous database or customer relationship management technology experience.