



JOB DESCRIPTION

JOB TITLE: Staff Accountant

DEPARTMENT: Finance

REPORTS TO: Controller

POSITION SUMMARY:

Maintains records of accounting transactions and prepares reconciliations. Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries. May assist in analysis and interpretation of accounting records for use by management.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Assist in preparation of various general ledger schedules.
- Assist with the schedule preparation for the year end audits.
- Prepare and input monthly journal entries as needed.
- Reconcile various bank accounts.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Debit, credit and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Classify, record and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Assist in the preparation of various monthly/annual State and Federal tax returns resulting from the Accounts Payable function (including 1099 and 1042-S).
- Prepare rental event reports and settlement.
- Review all refunds through the ticketing system.
- Reconciliation of daily ticketing transactions, including posting batches in Tessitura (ticketing software).

- Code documents according to company procedures.
- Prepare and deposit all cash/checks received.
- Prepare all accounts receivable invoices.
- Assist in budgeting process.
- Record all credit card transactions through handheld devices and research chargebacks.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Associate degree with a concentration in accounting or equivalent work experience (5 years minimum) with general accounting experience. Ability to use Microsoft Word, Excel, Outlook. Experience with accounting software and spreadsheets. Requires an individual with great attention to detail and excellent math ability. The individual must use great care and discretion in dealing with sensitive information handled in the finance area.

INTERPERSONAL CONTACTS:

INTERNAL:	Direct contact with all levels of staff.
EXTERNAL:	Daily contact with vendors. Some contact with ISO Association volunteers.

CONTENT OF CONFIDENTIAL INFORMATION:

Knowledge of patron transactions and payroll financial information.

SPAN OF SUPERVISION: This position has no direct reports.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**