



## **STAFF ACCOUNTANT**

**The American Theatre Guild is a 501(c)(3) organization and the largest not-for-profit touring Broadway Presenter in the nation. We support Broadway seasons in several markets across the US. Our mission is key to what drives our organization, we are dedicated to providing the experience of live theatre to foster passion, inspire creativity and empower youth within our communities.**

### **Job Duties:**

- General Ledger:
  - Record and maintain accurate and up-to-date entries in the general ledger.
  - Reconcile Accounts Payable and accounts receivable on a regular basis.
  - Process bi-weekly multi-state payroll and handle all payroll responsibilities and record keeping.
  - Maintain up to date balance sheet account reconciliations
- Financial Reporting:
  - Generate various financial reports for management and key stakeholders
- Payroll:
  - Process bi-weekly payroll
  - Handle all payroll responsibilities and record keeping
- Accounts Payable and Receivable:
  - Process accounts payable transactions, including verifying invoices, coding expenses, and preparing payments.
  - Responsible for accurate daily posting of deposits
  - Receives, reconciles, and verifies expense reports
  - Create invoices for customers
  - Monitor and follow up on accounts receivable, ensuring timely collections
  - Maintain customer and vendor files
- Month End and Year End Closing
  - Support the month-end and year-end closing processes.
  - Ensure all financial transactions are accurately recorded and reconciled.
  - Assist in external audits by providing necessary documentation and explanations.
  - Implement audit recommendations to improve financial processes and internal controls
- Compliance:
  - Stay informed about changes in accounting regulations and ensure compliance with relevant accounting standards
  - Stay informed with current payroll regulations and ensure compliance with them.

### **Requirements:**

- Bachelor's degree in accounting preferred.
- Minimum two years' experience
- Experience with multi-state payroll

### **Knowledge, Skills and Abilities**

- Proficient with Excel
- Ability to multi-task and learn quickly in a fast-paced environment
- Exceptional organizational and attention to detail skills
- Must be able to manage, organize and coordinate multiple activities and shift priorities under aggressive deadlines, even in ambiguous situations and the ability to recommend and take action with confidence.
- Excellent written and verbal communication skills
- Desire to be proactive and innovative
- Ability to effectively communicate cross-functionally with departments

### **Working Conditions & Physical Demands:**

- The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard for up to 8 hours a day.
- The employee is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, crawl, kneel, or crouch.
- This position requires working indoors with controllable environmental condition and temperature.
- This position requires the employee to talk and hear. Requires face-to-face discussions with individuals and teams, opportunity to make decisions without supervision, mistakes are not easily correctable and have serious consequences that impact the results of co-workers, customers or the company.
- Vision abilities required by this job include close vision.
- Employee will spend prolonged hours in front of computer screens.

**FLSA:** Non-Exempt

**DISCLAIMER:** This job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position, and in no way states or implies that these are the only duties to be performed by the employee occupying this position. These duties are subject to change at the discretion of Management. Employees will be required to follow and perform any other job-related instructions and duties in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.