



MANAGER OF ACCOUNTING

Colorado Symphony Association | Job Description

Title: Manager of Accounting

Department: Finance

Reports To: Chief Financial Officer

Classification: Full Time, Salaried, Exempt

Position Profile

To ensure the integrity of financial reports, analyze and summarize the financial results of the Colorado Symphony Association. The Manager of Accounting assists in managing the CSA's accounting and financial functions. Resolves daily financial questions and alerts senior management to issues of financial impact. The Manager of Accounting works collaboratively with all internal departments to achieve enhanced appreciation for and enriched understanding of music, especially classical music as a vital means of expanding community engagement.

Essential Duties and Responsibilities

- Daily Finance:
 - Reconciles general ledger accounts, including bank accounts
 - Prepares monthly and year-end closing entries and accruals
 - Understands ticketing system and how it relates to the general ledger. Prepares daily journal entries from the ticketing system
 - Reviews journal entries prepared by other members of the Finance Department
 - Analyzes details and researches discrepancies in accounts. Determines reasons for significant variances
 - Maintains and implements appropriate accounting processes and internal controls over accounting functions Company wide. Ensures staff compliance with accounting and organizational policies and procedures
 - Assists in preparation of budget spreadsheets. Is a resource for managers, grant writers and the Chief Financial Officer in the budget preparation and reporting processes. Provides financial information for grant applications
 - Prepares monthly Facility Development Admissions Tax Returns
 - Prepares quarterly Sales Tax Returns
 - Ensures strong customer service focus towards internal and external constituents
- Payroll:
 - Acts as a back-up for the processing of payroll
 - Acts as a back-up for payroll and benefit remittances (retirement, health plans, etc.)
- Audits, Tax Return and Outside Reporting:
 - Assists in preparation of all audit working papers. Audits include two pension audits, financial audits for CSA and Symphony Fund, Workers Compensation, SCFD, and others as required
 - Prepares financial reports, applications, and surveys for organizations such as SCFD, BMI, ASCAP, and League of American Orchestras
 - Assists in the preparation of tax returns and charitable solicitation registration
- Internal Business Operation:
 - Assists the Chief Financial Officer in developing and managing the department's budget in accordance with guidelines set by the Chief Financial Officer

- Assists the Chief Financial Officer in finance reporting to the Finance Committee and Board of Trustees
- Performs other duties as assigned by the Chief Financial Officer and CEO

Qualifications and Capabilities

- Required:
 - Bachelor's degree in Accounting
 - Strong organization, communication, and leadership skills. Good listener, proactive, and collaborative problem-solver
 - Accurate and detail oriented
 - Ability to build and maintain effective, collaborative relationships with all internal and external stakeholders
 - Strong customer service orientation and commitment to quality
 - Discipline to meet deadlines, decisive
 - Takes initiative; focus on solutions; self-starter
 - Strong computer skills to understand the organization's standard operating system, word processing and spreadsheet applications, accounting system, payroll system, data management and Internet access.
 - Understand and adhere to the need for confidentiality
 - Ability to work professionally in an occasionally stressful environment
 - Availability to work evening and weekend hours from time to time
- Preferred:
 - A minimum of two (2) years of accounting experience
 - Previous experience in accounting or education in the nonprofit field
 - Previous experience with Financial Edge, Tessitura, SharePoint, and Microsoft software including Word and Excel applications
 - Ability to attend CSA concerts regularly

The duties listed above should not be considered all-inclusive. The person in this position is expected to perform other work-related duties as assigned, even though they may not be considered primary duties.

Compensation and Benefits

- Salary range \$48,000-\$58,000 commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base (100% employer paid for employee), Buy-up, or High Deductible); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Long-Term Disability Insurance;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, National holidays, and 2-floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home flexibility.

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put Manager of Accounting in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association an Equal Opportunity Employer.