



JOB DESCRIPTION

The Virginia Symphony Orchestra is seeking a full-time Accountant who reports directly to the CFO. Primary responsibilities include payroll, benefit administration, accounts payable, and daily deposit reconciliation. The ideal candidate is a highly organized individual with a positive attitude, who combines their knowledge and love of accounting with a desire for helpful and regular interaction with our employees.

Principal Responsibilities:

Payroll:

- Accurate and timely entry of bi-monthly payroll information from time sheets into Payday Payroll database including entry of new employee information
- Meet with new employees and review payroll forms and benefit forms and information
- Develop familiarity with Musician CBA
- Reconciliation of payroll deductions against monthly invoices
- Timely entry and processing of payroll related benefits (Health Equity and Sentinel)
- Prepare monthly musician pension payable from payroll report
- Review of quarterly payroll reports
- Timely completion and submission of unemployment benefit forms
- Provide employee contributions for entry into Tessitura each payroll
- Distribute and collect keys, parking fobs etc. from new and terminated employees
- Prepare general journal entry to allocate production and per diem/travel to projects

Benefits:

- Enter and terminate benefits for employees into benefit databases including health, vision, dental, FSA, HSA, dependent care and 403B
- Update payroll deductions for changes in benefits for an employee
- Enter new employees into COBRA benefit database; Enter terminated employees into COBRA and inform COBRA company as to such
- Assist CFO with annual benefit renewal and enrollment including collection and review of forms from employees; Enter new benefit amounts into payroll and database systems for each employee
- Vacation and sick time tracking and distribution

Accounts Payable:

- Enter stamp on all AP invoices for approval and coding
- Enter invoices into AP system on a weekly basis including accurate account and project codes.
- Provide AP aging with recommended invoices to be paid and review with CFO
- Maintain on-going AP projection
- Cut checks on a weekly basis from appropriate checking account
- Post AP General Journal weekly and reconcile with GL account
- Void and replace checks as needed
- Follow up older uncashed checks with vendors.

Deposits:

- Prepare daily check deposit for pick up by deposit service or take to banks as needed
- Enter deposit information onto daily cash sheet
- Daily reconciliation of Tessitura GL Summary for gift and ticket sale entry against batch detail and check deposits

Month End Entries:

- Record miscellaneous deposits
- Prepare and reconcile other month end entries per month end checklist
- Track and record debit card purchases
- Monthly account reconciliation including benefit liability, debit card, and AP
- Prepare general journal entry reclasses as needed

Other:

- Prepare annual 1099 forms using Payday Payroll
- Review and distribute W2s
- Assist with annual audit
- Assist CFO with special projects
- Enter data on vehicle maintenance log as needed
- Other duties as required

Qualifications:

- Bachelor's degree in Accountancy or equivalent experience required
- Proficiency in the Microsoft Office suite with emphasis in Excel
- Familiarity with Payday Payroll and Financial Edge software a plus
- Attention to detail, accuracy in recordkeeping and timely input of data
- Knowledge of payroll rules
- Outstanding organizational and analytical skills with the ability to initiate and complete multiple projects and assignments simultaneously with minimal guidance and on time
- Ability to work as part of a team and independently
- Commitment to maintaining confidentiality of data

Salary commensurate with experience.

To apply, please email cover letter and resume, to:

VSO Chief Financial Officer Teresa Kraus, CPA
tkraus@virginiasymphony.org
Subject: VSO Accountant

or send by mail:

VSO Accountant
Attn: Teresa Kraus, CPA
Chief Financial Officer
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