



Position: Staff Accountant

Department: Finance

Reports to: Chief Financial Officer

Status: Full-time, Exempt

JOB DESCRIPTION

The Virginia Symphony Orchestra (VSO) is seeking a full-time **Accountant** who reports directly to the CFO. Primary responsibilities include payroll, benefit administration, accounts payable, daily deposit reconciliation and recording of month-end journal entries. 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 into Payday Payroll database including entry of new employee information
- Processing of musician payroll in compliance with the Collective Bargaining Agreement (CBA)
- On and off boarding of employees for payroll and benefits
- Reconciliation of payroll deductions against monthly benefit carrier invoices
- Timely processing of payroll related benefits and employee contributions
- Prepare and pay monthly musician pension payment
- Review of quarterly payroll reports
- Timely completion and submission of unemployment benefit forms

Benefits:

- Enter and terminate benefits for employees into carrier benefit databases including health, vision, dental, FSA, HSA, and 403B
- Update payroll deductions for open enrollment benefits changes
- Enter new employees and terminated employees into COBRA Help database
- Assist CFO with annual benefit renewal and enrollment
- Tracking and distribution of employee vacation and sick time
- Assist with Equity, Diversity and Inclusion statistical tracking

Accounts Payable (AP):

- Enter AP invoices and prepare checks weekly including accurate account coding & project codes
- Review AP aging weekly with CFO and provide recommendation of invoices to be paid
- Maintain on-going AP cash projection
- Post AP General Journal weekly and reconcile AP aging with GL account
- Follow up older, uncashed checks with vendors

Deposits:

- Process daily bank check deposits using remote access banking system
- Track cash on daily deposit sheet
- Daily reconciliation of revenue entries into Tessitura revenue software system against check deposits

Month End Entries:

- Prepare monthly journal entry to allocate payroll, per diem and travel to projects
- Prepare and input standard month end journal entries
- Assist with balance sheet account reconciliations
- Track and record credit card purchases
- Assist with monthly bank reconciliations

Other:

- Prepare annual 1099 forms
- Assist with annual audit schedules and preparation
- Assist CFO with special projects and other duties as required
- Annual inventory reconciliation

DESIRED QUALIFICATIONS:

- Bachelor's degree in Accountancy or equivalent bookkeeping experience required
- Proficiency in the Microsoft Office suite with emphasis in Excel required
- Familiarity with Payday Payroll, Financial Edge software a plus
- Knowledge of benefit administration a plus
- Demonstrated commitment to or must have a solid commitment towards equity, diversity and inclusion
- Attention to detail, accuracy in recordkeeping and timely input of data
- 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
- Any other assignments that help drive the VSO's forward thinking vision, achieve our mission, and abide by our organization's core values

COMPENSATION:

\$45,000 TO \$50,000 plus excellent benefits, including health insurance and paid leave.

If you are hired, we will require you to prove that you have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

To Apply: Interested candidates should send a cover letter and resume to:

tkraus@virginiasymphony.org
or mail to: Teresa M. Kraus, CPA
Virginia Symphony Orchestra
150 Boush Street, Suite 201
Norfolk, VA 23510

VSO Statement on Attracting Candidates from All Backgrounds:

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer that is committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous and all People of Color, as well as and smart people with non-traditional experience and educational backgrounds, to apply for this position.