



**Position: Accounting Assistant**  
**Department: Finance**  
**Reports to: Director of Finance**  
**Status: Full-time, non-exempt**

### **JOB DESCRIPTION**

The Virginia Symphony Orchestra (VSO) is seeking a full-time **Accounting Assistant** who reports directly to the Director of Finance. Primary responsibilities include payroll, benefit administration, accounts payable, daily deposit entries, and month end reconciliations. The ideal candidate is a highly organized individual with a positive attitude who combines their knowledge and love of accounting with a passion for the community and the arts.

### **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 Director of Finance 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 Director of Finance and provide recommendation of invoices to be paid
- Collect, enter, and maintain Purchase Order (PO) information; follow up with team on expired POs
- Maintain on-going AP cash projection
- Follow up older, uncashed checks with vendors

#### **Deposits:**

- Process daily bank check deposits using remote access banking system
- Track cash in Financial Edge
- Daily revenue entries from a variety of systems

#### **Month End:**

- 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 Director of Finance with special projects and other duties as required
- Annual inventory reconciliation

**DESIRED QUALIFICATIONS:**

- Associate's Degree in Accountancy, bookkeeping certification, bookkeeping experience, accounts payable/receivable experience or human resources degree/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 \$53,000 plus excellent benefits, including health insurance and paid leave.

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

[wanderson@virginiasymphony.org](mailto:wanderson@virginiasymphony.org)

**or mail to: Walter Anderson, Director of Finance  
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.