

Staff Accountant

Arkansas Symphony Orchestra, Little Rock AR 72201

Number of Hires for this role – 1

Schedule – 9am – 5pm M-F, occasional special events outside of these hours

Salary – Determined by experience

Benefits offered to full time employees:

- 401(k) w/employer match
- Health, Dental, and Vision Insurance
- LTD Insurance
- Flexible Spending/Dependent Care Account
- Generous PTO policy

Qualifications:

- Associates/Bachelor's Degree in Accounting/related field or completing coursework toward an accounting degree (preferred)
- 3 years of accounting experience (preferred)
- Experience w/ERP systems including Microsoft Dynamics Business Central 365 a plus

Skills:

- Strong written and oral communication
- Ability to work well independently and as part of a team
- Detail oriented and able to perform accurate data entry
- Ability to organize and summarize large quantities of data into understandable reports
- Ability to make decisions and solve problems as they arise
- High level of proficiency with Microsoft Office software (particularly Excel, to include Pivot Tables, Vlookup)

Job Duties & Responsibilities

- Create and post journal entries for recording revenue, making corrections and adjustments, and recording all financial transactions
- Perform accurate & timely data entry for the accounting department
- Assist in developing the annual operating budget with input from department managers and analysis of trends from previous years
- Assist in maintaining fixed assets records and calculate appropriate depreciation schedules/monthly journal entries
- Complete monthly reconciliations of credit card statement accounts, clearing accounts, and various revenue accounts
- Manage all aspects of the accounts payable function including entering invoices, printing vendor checks, and annual 1099 processing
- Assist with gathering information for the annual financial statement audit with outside auditors
- Assist with the human resource functions of the organization including onboarding new employees, maintaining payroll and personnel records, tracking employee PTO, and coordinating employee benefits
- Process semi-monthly payroll for organization

Interested persons should submit resume with cover letter to Jennifer Ellis, Director of Finance, via email at jellis@arkansassymphony.org