



## Employment Opportunity

Position: General Accountant  
Location: Santa Barbara, CA  
Status: Full-time, Non-Exempt  
Start Date: Open until filled. For priority consideration apply by May 20, 2019.

### Join Our Team

The Music Academy of the West is among the nation's preeminent summer schools and festivals for gifted young classically-trained musicians. At its ocean-side campus in Santa Barbara, the Academy provides these musicians with the opportunity for advanced study and performance under the guidance of internationally-renowned faculty artists, guest conductors, and soloists. Admission to the Academy is strictly merit based, and fellows receive full scholarships (tuition, room, and board). The Music Academy of the West cultivates discerning, appreciative, and adventurous audiences, presenting more than 200 public events annually. We currently seek a General Accountant to join our team.

### Position Description

Under the general direction of the Sr. Director Finance & Administration, the incumbent assists with the accounting function of Music Academy of the West.

### Minimum Requirements

- Education and/or experience equivalent to a Bachelor's Degree in a related field.
- Minimum of two (2) years of work experience in general accounting, financial reporting, or auditing.
- Minimum of two (2) years of experience in a computerized accounting system.
- Demonstrated understanding and application of general accounting, journal entry/processing, tax filing, and cash handling.
- Demonstrated time management and organizational skills with the ability to work quickly, accurately, and maintain records with strict attention to detail. Ability to set priorities and use initiative organizing and handling a heavy workload.
- Demonstrated experience working independently with minimal direction, as well as cooperatively in a team situation.
- Skill in making appropriate job decisions following established policies and procedures.
- Demonstrated expert level oral and written communication skills, with the ability to interact effectively with a diverse clientele internally and externally.
- Demonstrated ability and experience in providing quality customer service.

## **Preferred Qualifications**

- Bachelor's Degree in Accounting, Business Administration, Economics, or Finance.
- Minimum of three (3) years of demonstrated progressively responsible general accounting experience including financial analysis using spreadsheet and software applications.
- Experience with fund accounting.
- Experience in Financial Edge.
- Experience in Raiser's Edge.
- Experience in Spektrix, Square, or other payment platforms.
- Experience working in a nonprofit or performing arts organization.

## **General Accountant Responsibilities**

### Accounts Payable

- Prepare disbursements; ensure appropriate account code and authorization.
- Enter and code invoices into accounting system, match packing slips to invoice, generate payables, prepare and mail checks, file paid invoices, establish and maintain AP procedures, prepare year end 1099s and other state and federal reporting.
- Administer the company credit card, process/manage users, reconcile statements, issue ACH payments.
- Prepare and file sales tax payments and returns.
- Post journal entries.

### Month-End:

- Prepare journal entries for review and input into accounting system, prepare sub ledger to general ledger reconciliations.
- Prepare reconciliation of bank statements for review.
- Prepare monthly reports to leadership throughout the organization for review according to established timelines.
- Assist in fiscal close activities.
- Assist in annual audit.

### Accounts Receivable:

- Cash receipts, reconcile contributions (Raiser's Edge), prepare and record bank deposits.
- Generate draft invoices, reconcile credit card receipts from payment platforms, record deposits, maintain AR procedure.

### Other Duties as Assigned



### **Compensation and Benefits**

- Salary range is \$23 - \$25 per hour, commensurate to experience.
- Benefit package includes: medical, dental, vision reimbursement, vacation/sick leave, FSA, 403(b), life insurance, and more.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using a Subject Header of **General Accountant**. Position will remain open until filled; for priority consideration, please submit materials by May 20, 2019. No phone calls, please. The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.