

## The Los Angeles Philharmonic Association is looking for a Finance Assistant Cashier (Part Time)

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

### **Position Summary:**

The Finance Assistant Cashier, reporting to the Supervising Senior Accountant, will assist with balancing and preparing for deposit all parking sales along with receipts from program sales and cushion rentals. This includes verifying funds, overseeing the preparation of change banks, and entering data into spreadsheets.

5 to 25 hours a week. Starting shift is 5:00 PM to no later than 10:30 PM. Available to work flexible hours and on most weekdays, including weekends and holidays.

### **Position Elements:**

- Count funds for Parking Lot Cashiers, as well as program sales and cushion rental receipts
- Verify sales collected and record in spreadsheet
- Provide change for Parking Lot Cashiers, Box Office, Bowl Store, and Museum
- Assist in the preparation of next day change banks for Parking Lot Cashiers
- Prepare cash deposits and balance vault nightly
- Other duties as assigned

### **Position Requirements:**

- Prior money handling experience required
- Ability to operate 10 key calculator and money counting machines
- Proficient in Microsoft Word and Excel
- Must be detail oriented with high level of accuracy
- Secondary language fluency a plus

### **How to apply:**

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including

religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.