



LOS ANGELES CHAMBER ORCHESTRA

MUSIC DIRECTOR JAIME MARTÍN

Position title: accounting associate

department: finance

reports to: director of finance and administration

part-time position/20 to 25 hours weekly/non-exempt

position purpose

As accounting associate, this position processes payables and disbursements, creates journal entries in the general ledger, performs excel reconciliations and period closing entries, processes payroll and related benefits for orchestra and staff, using initiative and good judgment in problem solving. Accounting level of work may vary depending on skill set. This position requires extensive data entry including AP and ADP entry.

- Process invoices, check requests and credit card charges into AP system (Quick Books).
- Process semimonthly payroll in ADP for staff and orchestra payroll as scheduled.
- Set up new employees in ADP, create personnel folders, and oversee enrollment in benefit plans.
- Maintain vendor files and manage all vendor communications.
- Analyze and reconcile credit card and union dues accounts.
- Track sick leave and vacation.
- Assist with preparing annual audit schedules.

characteristics required

- Extreme discretion and strict confidentiality.
- Highly organized and efficient with ability to respond to requests promptly.
- Ability to work independently and meet deadlines.
- Attention to detail and accuracy.
- Positive attitude and interest in music.
- Friendliness and flexibility in a small office.

requirements

- Knowledge of basic GAAP accounting procedures and standards.
- One year of accounting work. Bachelor's degree in accounting preferred.
- Facility and accuracy with ADP and accounting software.
- Advanced Excel ability, with strong typing and computer skills.
- Excellent organizational skills and ability to multi-task.

to apply

Please email cover letter and resume to info@laco.org. Subject: Accounting Associate.

Materials will be reviewed as they arrive.





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about LACO

Los Angeles Chamber Orchestra (LACO), proclaimed “America’s finest chamber orchestra” by Public Radio International, has established itself among the world’s top musical ensembles. During its over 50-year history, the Orchestra has made 31 recordings, toured Europe, South America and Japan, and garnered eight ASCAP Awards for Adventurous Programming. Headquartered in downtown LA, before the pandemic, LACO presented eight Orchestral Series concerts at both Glendale’s Alex Theatre and UCLA’s Royce Hall; Baroque Conversations concerts at Huntington Library and in Santa Monica; and three In Focus chamber music concerts in both Santa Monica and Pasadena. This season, following a year of successful digital offerings, called Close Quarters, LACO returns to live performances at theatres including the Ambassador and the Huntington in Pasadena, the Broad in Santa Monica, Glendale’s Alex Theatre and UCLA’s Royce Hall. LACO outreach programs—Meet the Music, Community Partners, Campus to Concert Hall and the LACO/USC Thornton Strings Mentorship Program—reach thousands of young people annually, nurturing future musicians and composers as well as inspiring a love of classical music.

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LACO.ORG

