



SAN FRANCISCO SYMPHONY

MICHAEL TILSON THOMAS • MUSIC DIRECTOR

ACCOUNTING MANAGER

Finance Division

Work Status:	Regular, Full-Time	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	Commensurate with experience
Schedule:	Monday – Friday	Regular Hours:	9:00am – 5:00pm
Reports To:	Director of Finance	Supervisory:	Yes

JOB SUMMARY

The Accounting Manager will be responsible for managing the day-to-day accounting functions including cash management, accounts payable, accounts receivable, fixed assets, payroll, and general ledger review and preparation. This position addresses tight deadlines and a multitude of accounting activities including financial reporting, annual and quarterly taxes, thrift savings plan audit, and year-end audit preparation. The Accounting Manager is responsible for ensuring that work is properly allocated and completed in a timely and accurate manner. The Accounting Manager supervises three employees and is responsible for the development and mentoring of accounting staff. When the Director of Finance is out of the office the Accounting Manager will assume responsibility for the Accounting function.

RESPONSIBILITIES

- Establishes, updates, and/or applies policies and procedures to ensure that accounting transactions are in compliance with company policies and are recorded in the financial records in accordance with GAAP.
- Responsible for monitoring and analyzing daily/weekly/monthly cash activities including the reconciliation of banking activities.
- Manage and coordinate the monthly/quarterly/annual close process including review/preparation of journal entries and reconciliations as assigned.
- Perform and manage all transactions and the lifecycle of fixed assets and capital projects accounting and controls, administering the fixed asset database, maintaining the depreciation and amortization schedules, and accounting providing support for all budgetary controls for capital projects.
- Oversee the recording and reconciliation activities of SFS media label and retail operations, including periodic physical inventory counts
- Manage tax compliance including sales and use tax, domestic and international vendor reporting, California and Federal withholding tax, property tax, payroll tax, and as well as any other mandatory tax reporting obligation required. Ensure compliance with all regulations and

related requirements. Establish contact and manage relationships with City, County, Federal and State tax authorities and representatives as well as with tax auditors as needed in coordination with the Director of Finance.

- Review vendor and artist contracts, with attention to payment terms and conditions, withholding tax exemptions and overall compliance such as insurance.
- Review weekly accounts payable batches.
- Review daily deposit and posting of cash receipts to the general ledger.
- Manage and prepare reporting and accounting associated with Expensify and all activities associated with credit cards, delegating when necessary to Staff Accountant,
- Supervise and review weekly and biweekly payroll processing. Act as a backup payroll processor.
- Assist with the preparation of annual financial statements audit work papers, footnotes, and schedules.
- Coordinate the preparation of annual thrift savings plan financial statements audit work papers, footnotes, and schedules with auditors and vendors.
- Study and standardize procedures to improve efficiency.
- Coordinate the preparation of the annual tax return for nonprofit organizations together with the Director of Finance.
- Ensure adherence to internal controls systems to prevent inaccuracies in financial statements and make and/or implement recommendations to improve accounting processes and procedures as needed.
- Perform related duties as assigned or required.

QUALIFICATIONS

The most important qualification is to possess a hands-on and can do positive attitude while delivering the highest possible standards of excellence, transparency and compliance with all external regulations, accounting and financial management standards and internal policies and procedures.

- BA/BS degree in accounting with a minimum of five years' experience.
- Experience with financial audits a plus, CPA required.
- Strong knowledge of non-profit accounting, US GAAP, and internal controls.
- Experience with 990 form and pension plan audits desired
- Excellent interpersonal skills and the ability to work effectively with multiple, cross-functional areas in a collaborative, team environment.
- Demonstrated proficiency in managing and mentoring staff.
- Good judgment with the ability to make timely and sound decisions.
- Strong organizational, problem-solving, and analytical skills.
- Excellent written and oral communication skills.
- Ability to handle multiple tasks in a fast-paced environment, set priorities and meet deadlines.
- Acute attention to detail, with a proven record of reporting accuracy and compliance.
- Project management experience with an emphasis on software implementations.
- Strong computer skills, including Microsoft Excel.
- Experience with MS Dynamics a plus.

- Experience applying new online, cloud-based technologies to enhance and streamline efficiency of accounting and administrative operations

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.sfsymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on "View jobs at the SF Symphony." Search for this job and click on "Apply for this Position" to submit your resume and cover letter.

ORGANIZATIONAL PROFILE

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country's leading orchestras. Some 220 concerts each year reach an audience of more than 400,000, while national and international broadcasts, heard on more than 215 radio stations, reach millions more. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world's highest honors. Its multimedia initiative, *Keeping Score*, has reached over six million people with television and radio broadcasts, DVDs, and an interactive website. The Orchestra tours extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world's finest guest artists and conductors to Davies Symphony Hall. More than 70,000 young people are served each year by the Symphony's numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1st through 5th grader in San Francisco's public schools. The organization is led by President Sakurako Fisher and Executive Director Mark Hanson.

The San Francisco Symphony's mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.