

The Los Angeles Philharmonic Association is currently seeking a: Finance Lead Cashier II

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

Position Summary:

To assist with balancing and preparing for deposit all parking sales along with receipts from merchandise, program sales and cushion rentals. This includes verifying funds, preparing change banks, and entering data into spreadsheets. Also acts as Lead on credit card chargebacks and returned items for deposit, as well as assists with reconciliations.

5 to 25 hours a week. Starting shift is 4:30 PM to approximately 10:15 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 merchandise, 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
- Prepare next day change banks for Parking Lot Cashiers
- Maintain adequate supply of each cash denomination for vault operations
- Prepare cash deposits and balance vault nightly
- Track requested Artist cash payments
- Train Assistant Cashiers and act as Primary Lead during shift
- Research and submit disputed credit card chargebacks, as well as returned items for collection
- Support the tracking for vault & petty cash reconciliations
- Assist in documenting procedures

Position Requirements:

- Prior money handling experience
- Ability to operate 10 key calculator and money counting machines
- Proficient in Microsoft Word and Excel
- Attention to detail
- Dependable
- Strong work ethic
- Ability to follow-through on instructions
- Consistency
- Leadership skills
- High school graduate
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

COVID Workplace Safety Requirements

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

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.