

## **The Los Angeles Philharmonic Association is currently seeking a: Production Accountant**

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:**

The Production Accountant, reporting to the Technical Director, assists in budgeting, invoice coding, settlement, payroll for concerts at The Ford and Hollywood Bowl. Works closely with Director of Production, production department to establish budgets and track expenses.

This seasonal position is from approximately May 1 to November 15.

### **Position Elements:**

- Assists with project accounting including budgeting prep, cost tracking, forecasting
- Responsible for reviewing invoices, track changes with vendors
- Processing for general ledger coding, purchase orders and payment processing
- Oversee and produce production estimates with production leads
- Prepare and reconcile production settlements for lease events, rentals, and other projects
- Maintain support documents for project expenditures and provide audit backup
- Prepare union payroll estimates
- Assist with reconciliation and processing of union payroll per CBA

### **Position Requirements:**

- Must be available to work flexible 2-3 days a week from approximately May 1 - November 15
- Extremely detail oriented and highly organized
- +3 years of project finance, concert accounting experience preferred
- Strong financial analytical skills
- Experience with IATSE union payroll and CBA's
- Advance Microsoft excel skills required
- General knowledge of concert production
- 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.