



ESA-PEKKA SALONEN
Music Director Designate

SAKURAKO FISHER
President

MICHAEL TILSON THOMAS
Music Director Laureate

MARK C. HANSON
Chief Executive Officer

HERBERT BLOMSTEDT
Conductor Laureate

POSITION SPECIFICATION

Position: Senior Accountant

Reports to: Controller

Location: San Francisco, California

THE ORGANIZATION

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. Under the artistic direction of Esa-Pekka Salonen, the Orchestra is a leading presence among the American orchestras at home and around the world, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recording, and standard-setting education programs. Esa-Pekka joined the San Francisco Symphony in 2020 along with a group of eight Collaborative Partners from a variety of cultural realms who collectively form a new artistic leadership model.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its active national and international touring. A Cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth-grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually.

The SFS has won such recording awards as France's *Grand Prix du Disque* and Britain's Gramophone Award, as well as 15 Grammy Awards.

In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and the web. In 2014, the SFS inaugurated SoundBox, a new experimental performance venue and music series located backstage at Davies Symphony Hall. SFS radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2021, SFS+, a digital streaming platform, was launched to subscribers all over the world.

The facilities at the San Francisco Symphony are fully accessible and ADA compliant.

VALUES STATEMENT

At the San Francisco Symphony, we believe that a broad spectrum of voices enriches the quality and vitality of our organization. The San Francisco Symphony is an equal opportunity employer and has a strong institutional commitment to diversity in its staffing and to equitable and inclusive practices. We are interested in receiving application from people of all races, sexual orientations, gender identities, ages, classes, religions, and people with disabilities.

THE POSITION

The Senior Accountant is a key member of the San Francisco Symphony's Accounting Team and reports directly to the Controller. This position plays a critical role in the monthly close of the financial statements as well as annual audits. The Senior Accountant will work closely with the Controller as well as members of an outsourced accounting team.

The successful candidate demonstrates strong accounting skills, communicates effectively with a variety of audiences, excels at meeting deadlines, and pays close attention to details. The ability to multi-task is also critical.

RESPONSIBILITIES

- Analyzes, monitors and reconciles general ledger accounts; prepares journal entries.
- Assist with maintenance of master chart of accounts in Intacct and subsidiary systems.
- Assist SFS staff with correct coding of transactions in payroll and accounts payable.
- Prepares monthly summary of cash balances, including inflows and outflows.
- Monitors banking activity for incoming donations and communicates with the Development team for all donations received.
- Reviews daily deposit log and provides coding for miscellaneous cash receipts.
- Assists with preparation of the monthly financial close packet.
- Prepares schedules and reconciliations for the annual financial audit and retirement plan audits.
- Assists with preparation of tax filings, including the annual 990, sales tax, and other required filings.
- Works closely with the Financial Planning & Analysis team to ensure accuracy of accounting records.
- Responds to inquiries from SFS staff as to recorded transactions.
- Coordinates review of vendor changes with the Executive Assistant.
- Works with the Controller to implement new accounting standards.
- Develops monthly financial reports for the various volunteer leagues.
- Assists with various projects as assigned by the Controller.

EDUCATION

A bachelor's degree in Accounting is required.

EXPERIENCE

- Minimum 3 years of accounting experience working in a similar position
- Nonprofit accounting experience strongly preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of accounting principles and standards
- Demonstrated commitment to meeting the needs of internal and external clients; ability to strive for high level of client satisfaction
- Demonstrated ability to effectively work with a diverse team, with attention to working collaboratively toward solutions that generally benefit all involved parties
- Self-motivated and organized with attention to detail
- Ability to independently gather, organize, and perform accounting related analysis
- Ability to present information in a clear and concise manner both in writing and verbally
- Proven track record of maintaining effective internal controls and developing efficient financial policies and procedures
- Strong analytical and problem-solving skills as well as the ability to see the big picture
- Proficient in in accounting software systems (Intacct a plus)
- Knowledge of Microsoft Office applications required, including demonstrated expertise in Microsoft Excel and Word
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COMPENSATION AND BENEFITS

- Annual salary of \$87,000. Benefits include healthcare, retirement, professional development, and paid time off.