

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

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

### **Position Summary:**

Under the moderate supervision of the Assistant Controller, this position performs the accounting for the Payroll, Retail Store, and WDCH Lease Event Settlement cycles. Responsibility for each accounting cycle includes booking normal activity, analyzing and reconciling accounts, booking adjusting journal entries, preparing audit support, and maintaining process and controls documentation.

### **Position Elements:**

- Scan daily checks received as bank deposit & record entries in accounting system.
- Create daily cash dashboard for senior management, including the CFO.
- Monitor daily incoming wire activity and communicate with applicable department.
- Monitor notifications of bounced checks and communicate with applicable department.
- Prepare monthly bank reconciliations.
- Generate accounts receivable billings and monitor collections.
- Work with Hollywood Bowl food service vendor's accounting department to create accounts receivable billings based on monthly commission calculation.
- Prepare invoices, calculation, payment, journal entry and reporting related to LA County radio broadcast and shuttle grants, the Tessitura system, PACLAC lease events & Grand Rights agreements, and the California Department of Tax and Fee Administration.
- Reconcile assigned balance sheet accounts on a monthly or quarterly basis and prepare any resulting adjusting journal entries.
- Assist in the preparation of various reports to meet the needs of interested parties such as LAPA management, donors, and Board of Directors, as well as any legal or regulatory requirements.
- Comply with internal controls and best practices.
- Other duties as assigned.

### **Position Requirements:**

- Bachelor's degree in Accounting, Finance, or similar.
- 0-5 years' experience in accounting or finance function.
- Experience in not-for-profit industry a plus.
- Computer proficiency required (Microsoft Excel, Word, Outlook).
- Experience using Great Plains a plus.
- Must be extremely detail oriented with high accuracy and productivity.
- Must be highly responsive with strong verbal and written communication skills.
- Ability to manage competing and sometimes shifting priorities in a deadline-oriented environment.
- Ability to work independently as well as in a team environment.
- Positive, energetic attitude toward work and the organization, as well as a spirit of cooperation and respect for co-workers.

### **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**

It is the Los Angeles Philharmonic Association's policy to provide equal employment opportunity for all applicants and employees. 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.