

The Los Angeles Philharmonic Association is currently seeking a: Staff 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:

Under the supervision of the Accounting Manager, the Staff Accountant performs the accounting for the Ticketing Revenue, Accruals, and Payroll cycles. Responsibility for each accounting cycle includes booking normal monthly activity, analyzing and reconciling accounts, researching variances and booking adjusting journal entries, preparing audit support, and maintaining process and controls documentation.

Position Elements:

- Prepare monthly ticketing journal entries related to deferred revenue & earned revenue based on reporting from the Tessitura system, coordinating with the IT and other Departments to resolve questions and discrepancies.
- Prepare calculation for payments related to monthly facility fees.
- Calculate and record quarterly accrued expenses, including marketing, legal, and phone expenses, as well as unpaid invoices in accounts payable system and unpaid artist payments.
- Calculate and record quarterly payroll accruals as necessary.
- Record journal entries for weekly payroll expense, coordinating with the Payroll Department to resolve any questions or issues.
- Calculate and record employee benefits allocation based on payroll activity.
- Calculate monthly payroll for the LA Phil's Music & Artistic Director and coordinate payments
- Prepare journal entries related to gift cards: purchase, sales, usage, related fees.
- Record monthly Park & Ride accrual and pre-sold Park & Ride tickets for Hollywood Bowl parking program.
- Prepare calculation for payments related to lease events & Grand Rights agreements.
- Analyze and adjust prepaid postage account monthly.
- Prepare entries to record merchandise royalties.
- Record non-ticketing revenue for all LA Phil events at the Walt Disney Concert Hall and the Hollywood Bowl, to include cushion rentals, program sales, and parking.
- Prepare monthly bank reconciliations.
- Reconcile assigned balance sheet accounts on a monthly or quarterly basis and prepare any resulting adjusting journal entries.
- Analyze prepaid expenses monthly and amortize amounts based on event date.
- Prepare journal entries related to long-term debt, including capitalized leases.
- Prepare reclass journal entries based on department requests.
- Prepare annual journal entry to record in-kind contributions, including legal and marketing services.
- Research and submit disputed credit card chargebacks, as well as returned items for collection.
- Analyze assigned BS and P&L accounts on a monthly or quarterly basis and prepare any resulting adjusting journal entries.
- Assist with the annual independent audit, including preparation of supporting schedules.

- Assist in the preparation of various reports to meet the needs of interested parties such as LA Phil management, donors, and Board of Directors, as well as any legal or regulatory requirements.
- Perform responsibilities with a high degree of integrity, ensuring timeliness, accuracy, and compliance with GAAP.
- Comply with internal controls and best practices.
- Prepare and maintain process documentation for all areas of responsibility.

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.
- Perform responsibilities with a high degree of integrity, ensuring timeliness, accuracy, and compliance with GAAP.
- 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.
- 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 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.