

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:

The Staff Accountant, reporting to the Accounting Manager is responsible for analyzing and reporting on critical accounting areas that are key to the Organization. The positions require working autonomously, collaboratively, and cross functionally. Key areas of responsibilities include donor contributions, event revenues and related expenses.

Position Elements:

- Complete monthly, quarterly and year- end financial activities including journal entries, accruals, balance sheet reconciliations and analysis with a high degree of integrity, ensuring timeliness, accuracy, and compliance with GAAP.
- Preparing monthly contribution journal entries related to pledges reported from the Tessitura system.
- Recording non-ticketing revenue for all LA Phil events for various venues (Walt Disney Concert Hall, Ford, and the Hollywood Bowl) to include cushion rentals, program sales, and parking.
- Recording food commission from venue concessionaires.
- Updating prepaid expenses monthly and amortizing amounts based on event date.
- Preparing journal entries related to long-term debt.
- Coordinate with other departments for creating invoices, recording payments, and maintaining the AR ledger.
- Recording of gains and losses on the sales of securities, as well as dividend and interest income.
- Recording recurring revenue and expense journals.
- Accounting for merchandise royalties.
- Coordinate with the Retail department to record revenues from sales, and COGS for online and stores fronts.
- Cash analysis and recording the related journal entries.
- Prepare monthly bank reconciliations.
- Reconcile assigned balance sheet accounts monthly, identifying issues and resolving discrepancies timely.
- Prepare reclass journal entries as needed.
- Provided analysis and related schedules for month and quarter end reporting.

Other responsibilities:

- Coordinate with the Philanthropy department to resolve questions and discrepancies.
- Monitor daily incoming cash and securities accounts.
- Coordinate sales and use tax, parking, and environmental tax with the State of California.
- Review and manage intercompany transactions, including transfers to settle.
- Coordinate legal and loan revolver payments.
- Manage instrument loan balances.
- Assist with the annual audit, including preparation of supporting schedules.

- Assist with special projects and ad hoc analysis to meet the needs of LA Phil management, donors, and Board of Directors.
- Analyze existing processes and identify opportunities for improvement.

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. 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.
- 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.