

The Los Angeles Philharmonic Association is currently seeking a: Senior 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 Senior Accountant, reporting to the Accounting Manager, will primarily be responsible for the accounting and reporting of the organization's Endowment Funds and Fixed Assets. Responsibilities include preparing month end and quarter end closing entries with the supporting underlying analysis within the prescribed deadlines. The position requires strong analytical and communication skills with the ability to independently work with third party service providers and cross functionally within the organization. Responsibilities include full ownership of analyzing and reconciling accounts, and preparing analysis as required.

Position Elements:

Endowment Related

- Analyze and prepare monthly journal entries to record endowment-related investment activity based on statements received from third party custodians
- Prepare calculation for journal entries to record endowment spending.
- Prepare monthly journal entries to record investment activity (SERP & 457 plans) based on statements received from third party service providers.
- Prepare quarterly analysis of endowment funds.
- Prepare and provide endowment-related analyses to Philanthropy department.
- Analysis and record specific contribution-related vehicles, including life insurance policies and charitable remainder trusts.
- Prepare quarterly analysis of forecasted restricted revenue analysis
- Analyze temporarily restricted net assets for release based on expiration of time or purpose restrictions; prepare resulting journal entries at year-end.
- Analyze intercompany transaction to understand cash transfer needed between Operating and Endowment Funds

Other

- Prepare subledger and general journal entries to record fixed asset additions, disposals, depreciation, maintain fixed asset subledger, including assigning project IDs to assets. Periodically review fixed asset listing for fully depreciated or unused assets.
- Prepare Annual Capital Expenditure survey for reporting to Census Bureau.
- Prepare annual LA County property tax filing on Form 571-L and all supporting schedules.
- Reconcile assigned balance sheet accounts on a monthly or quarterly basis and prepare any resulting adjusting journal entries.
- Analyze assigned P&L accounts on a monthly or quarterly basis and prepare any resulting adjusting journal entries.
- Prepare schedules for monthly and quarterly reporting

- Analyze annual actuarial reports for LAPA-sponsored pension plans; prepare resulting journal entries to adjust year-end balances.
- Assist with the annual independent audit, including preparation of supporting schedules.
- Prepare footnotes related to above responsibilities for annual financial statements.
- Assist in the preparation of various reports to meet the needs of interested parties for 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.
- Perform other duties as assigned.

Position Requirements:

- Bachelor's degree in Accounting, Finance, or similar equivalent experience.
- A minimum of 6 years' experience in accounting or finance function.
- Experience in not-for-profit industry preferred.
- Advanced proficiency required in Microsoft Excel preferred.
- 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 and in a team environment to meet deadlines
- 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.