

The Los Angeles Philharmonic Association is looking for 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:

The Staff Accountant, reporting to the Assistant Controller, performs the accounting for the Expenses, Accruals, Ticketing Revenue, and Debt cycles. The Staff Accountant will also be responsible 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:

- Prepare monthly journal entry related to ticketing revenue based on reporting from the Tessitura system, coordinating with the IT and other Departments to resolve questions and discrepancies
- Prepare monthly journal entry for credit card processing fees related to ticketing revenue
- Prepare calculation for payments related to monthly facility fee to PACLAC for WDCH performances
- Calculate and record quarterly accrued expenses, including marketing, legal, and phone expenses, as well as unpaid invoices in PN3 and unpaid artist payments
- Calculate and record quarterly payroll accruals as necessary
- Prepare monthly bank reconciliations
- Prepare entries to record merchandise royalties
- Prepare monthly reporting to city of Los Angeles related to Hollywood Bowl parking lots, including payment of related taxes
- 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
- Analyze prepaid expenses monthly and amortize amounts based on event date
- Prepare journal entries related to long-term debt, including capitalized leases
- Prepare reclassify 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
- 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
- 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
- Perform other duties as assigned

Position Requirements:

- A minimum of 1 year of experience in accounting or finance function
- A Bachelor's degree in Accounting, Finance, or equivalent experience is a plus
- 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 level of 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
- Secondary language fluency a plus

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.