THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE: Accountant
FLSA Status: Non-Exempt
DEPARTMENT: Finance

Reviewed: 11/01/2021

GENERAL SUMMARY

The accountant position of the Chicago Symphony Orchestra Association is mostly responsible for cash receipts, accounts receivable and various revenue transactions and reconciliations. This person also maintains fixed asset records and prepares amusement and sales tax returns. Many projects and special assignments arise throughout the year and this position may be expected to assist with additional duties as necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Daily processing of accounts receivable and Tessitura remote check deposits.
2. Enter daily accounts receivable deposits into Great Plains.
3. Reconcile daily credit card transactions utilizing merchant software, follow up on variances and prepare journal entry to record related fees.
4. Reconcile accounts receivables monthly / report outstanding balances to responsible department.
5. Maintain fixed asset records including monthly journal entries, reconciliations and approve accounting codes on fixed asset invoices. Verify adequacy of the budget for the fixed asset purchase.
6. Prepare monthly journal entries for CSO recordings and digital downloads.
7. Maintain inventory records for Resound recordings and record related COGS journal entries.
12. Record invoices for recordings, hall rentals, food services rent and commissions, performance fees, orchestra tour, instrument insurance, program advertising and other revenue as needed.
13. Assist Accounting Manager, Controller, and other members of the Finance department as needed. Additional hours may be required to accomplish established deadlines.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

REPORTING RELATIONSHIPS

1. Reports to Accounting Manager
2. Other contacts include: Controller, Assistant Controller – Accounting Operations, other Finance and Operations personnel, and vendors.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Accounting degree.
2. 2-3 years non-profit accounting experience preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.
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3. Understanding and experience with computerized financial systems; proficiency in Microsoft EXCEL and WORD preferred.
4. Excellent organization, time management and communication skills.
5. Familiarity with Great Plains software and Fixed Asset software a plus.

WORKING CONDITIONS
Pleasant office environment.

_____________________________                              ______________________________
Employee Signature                      Date

_____________________________                              ______________________________
Manager Signature                      Date