

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION
JOB DESCRIPTION

TITLE: Accounting Manager
FLSA STATUS: Exempt
DEPARTMENT: Finance

Reviewed: 6/2024

Salary: \$90K; Link to Benefits Summary: <https://cso.org/benefitsftstaff>

GENERAL SUMMARY

Manage the deposits and entire receivable area, fixed assets, capture all revenue, including reconciliation of Development reports to the general ledger, Symphony Store and League of CSOA accounting processes, ticket and recording revenue and prepare various bank and investment reconciliations, account analysis and outside reporting.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manage and develop Accountant through on-going evaluation and training; perform backup duties for all phases of direct report.
2. Monitor ticketing and donation transactions, prepare monthly Tessitura (contribution and deferred ticket revenue) journal entry. Reconcile Development Weekly Reports to the general ledger monthly and prepare Summary report reconciliation. Liaison for Tessitura accounting with Ticketing and Development departments.
3. Reconcile all contribution receivable general ledger balances to the Tessitura data base and maintain year-end audit schedules. Prepare journal entries to record future to current receivables & release contribution restrictions rolling Fund 31 to Fund 11 at beginning of new fiscal year and prepare Fund 31 restricted net assets monthly reconciliation.
4. Supervise and update actual/forecasted activity in the daily cash worksheet, daily deposit activity function and approve deposit journal entries.
5. Prepare all CSOA cash accounts bank reconciliations, related journal entries, monitor fees; including preparation of quarterly CGA journal entries, FASB adjustments, reconciliations, and funding to banks.
6. Prepare and calculate monthly swap and bond interest payment schedules, journal entries, and accrue/calculate/monitor related expenses; LOC fees and remarketing. Prepare related audit footnotes.
7. Supervise and prepare credit card processing: bank reconciliation, chargeback investigations/follow-up, review merchant processing fees, forecast credit card fee expense, and as needed participate in credit card merchant proposals/cost analysis/contract review.
8. Liaison for League of CSOA and review accounting processes for audit narrative.
9. Supervise and approve Store monthly journal entries, bank and account reconciliations, monthly IL Sales Tax Return, review accounting processes, bag taxes and reconcile monthly and year-end reporting.
10. Supervise and analyze in detail monthly preparation of regulated reporting: CSOA's sales/use tax and amusement tax returns, exemption applications/post reports.
11. Supervise, approve, and train all phases of fixed asset record processes: acquisition, disposal, and depreciation journal entries; reconciliations; and audit footnote disclosures.
12. Analyze United Airlines Jetstream activity, prepare monthly journal entry, review allocation of expense report account codes, read contract to capture gift in kind revenue, track certificates usage and release restrictions.
13. Approve journal entries and monitor the capturing of all deferred and earned operations revenue, including ticketing, parking, hall rental, royalties, & program advertising.

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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14. Manage, review and approve various CSOA invoices and related journal entries, read contracts in detail to capture revenue/expenses for tours/runouts, broadcasting, other, and review/calculate instrument insurance invoices.
15. Prepare monthly journal entries & reconcile food services operations receivables/payables.
16. Supervise accounts receivable reconciliations; calculate allowance for doubtful accounts, year-end audit schedule preparation and alert management with collection issues.
17. Manage preparation of, review in detail and approve CSOA Resound monthly recordings revenue, manufacturing costs, master costs and inventory journal entries and reconciliations.
18. Responsible for supervision, approval and preparation of monthly closings for numerous journal entries and numerous general ledger accounts for various funds.
19. Assist in audit process, including coordination and detailed review of Development's contribution receivable/revenue audit letters, prepare related footnote support, and update audit narratives and questionnaires.
20. Prepare annual states escheat filings, issue unclaimed property letters and reconciliation.
21. Develop and maintain an understanding of regulated rules related to the filing of Sales Taxes, Amusement Taxes, Unclaimed Property and PCI Compliance.
22. Other duties and special projects as assigned.

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.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Four year accounting college degree required.
2. 5 years of accounting experience required. 2 years of supervisory experience preferred.
3. Excellent organization, time management, and communication skills.
4. Proficiency in MS Office, especially Excel and Word, preferred.
5. Knowledge of Great Plains, automated bank reconciliations, and Fixed asset software a strong plus.

REPORTING RELATIONSHIPS

1. Reports to Assistant Controller - Accounting Operations.
2. Supervises Accountant.
3. Other contacts include: Controller, credit card merchants, bankers, and other Finance, Store, Development, League of CSOA, Ticketing and Operations staff.

WORKING CONDITIONS

Pleasant office environment with opportunity for hybrid in-office/remote arrangement on a temporary basis.

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