



Job Title: Staff Accountant
Reports to: Controller
Status: Non-Exempt, Part Time (25 Hours/week), Regular
Works With: Controller, CFO, and all other departments

Job Summary: The Staff Accountant will provide accounting support for the Finance and Administration department. Responsibilities include accounts payable entry and processing, cash receipt entry, and assistance with general Finance and Administration duties and GL account reconciliations – all while working within the systems and procedures that are consistent with the goals, priorities, and financial parameters of the Company.

Accomplish the objectives of Lyric Opera of Kansas City and the Finance and Administration Department:

- Support the Company's mission to make Lyric Opera of Kansas City indispensable to the public through transformational opera experiences and broad service which captures the hearts and minds of our diverse communities.
- Assist with the Company's accounting function, including accounts payable and accounts receivable management, bank deposit preparation, GL reconciliations, depreciation schedule management, postage and bulk mail accounts, office supplies ordering, office equipment management and other duties as assigned by the Controller.
- Strive to create a culture that emphasizes quality, continuous improvement, and high performance.
- Maintain and present a positive attitude with public, donors and staff.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Accounts Payable

- Ensure the accurate coding and entry of all accounts payable into the accounting system (Acumatica).
- Manage the timely gathering of credit card reports from cardholders.
- Prepare weekly payment schedule for review by Controller.
- Prepare all approved AP checks and manage the process of signing checks and preparing them for distribution.
- Prepare all AP documents needed for the annual financial Audit.

Accounts Receivable

- Perform timely and accurate invoicing of accounts receivable and promises to give.
- Work with Development team to properly document and reconcile all pledges.
- Review and post cash receipts entries and prepare general journal entries as needed.
- Prepare bank deposits.
- Prepare all AR documents needed for the annual financial Audit.

Other Finance & Administration Responsibilities

- Manage postage/bulk mail accounts.
- Manage office supply ordering.
- Manage copier including maintenance contract and supply ordering.
- Update and maintain the Company depreciation schedule in coordination with the Controller.
- Work with Controller to reconcile GL accounts as assigned.
- Prepare annual registration report filings for Company.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of this position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies:

- Thorough and ongoing knowledge of general accepted accounting principles (GAAP).
- Knowledge of and ability to learn current and legacy accounting software systems.
- Ability to collaborate with senior and regular staff, professional colleagues, and supporters.
- Excellent interpersonal, negotiation and conflict resolution skills.
- Ability to act with integrity, professionalism, and strict confidentiality.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (including Word, Excel, Outlook, and Power Point)

Work Environment: This job operates in a professional office environment. This role is performed sitting at a desk, and routinely uses standard office equipment such as computers, phones, copiers and filing cabinets. Work may require attendance at performances and other Company events. While most work occurs in relation to a long-term plan, will be required to be flexible to changing priorities and additional projects that can require overtime. Must have the ability to manage short term deadlines.

Physical Demands: A portion of the work is of a sedentary nature, but filing and other duties are required. This will require the ability to lift files, open filing cabinets and bend or stand, as necessary. Must be able to lift up to 15 pounds.

Position Type and Expected Hours of Work:

This is a part -time, non-exempt, regular position. Office hours, while flexible, are generally Monday - Friday.

Required Education and Experience:

- 2-year degree in accounting or business administration or related work experience
- Must be extremely detail oriented
- Ability to collaborate with staff, professional colleagues, and supporters
- Excellent written and verbal communication skills
- Proficiency in Microsoft office (including Word, Excel, Outlook, and Power Point)
- Experience with Acumatica accounting software a plus
- Experience working with Tessitura ticketing and donor software a plus
- Strong problem solving, research, resolution, data analysis, and multitasking skills

Performance Measures:

In addition to the essential job functions, the following are key items that will be utilized to evaluate performance of the work and will become part of this position's annual performance evaluation document:

- Maintain timeliness and accuracy of data entry
- Ability to use critical thinking and problem-solving skills.
- Maintain positive, effective, and meaningful working relationships with