



Job Title: Staff Accountant
Reports to: Chief Financial Officer
Classification: Full-time, exempt
Start Date: January 2, 2019

Overall Function:

Minnesota Opera is seeking a full-time Staff Accountant who would be responsible for all general accounting activities and would work in collaboration with the CFO and Senior Accountant. A systems-minded individual with excellent attention to detail, strong communication, and organizational skills is the ideal candidate for this position. This position is part of a fun, fast paced, non-profit organization that is seeking support as programs grow and expand.

Primary Responsibilities:

Process Accounts Payable and Receivable

- Review all invoices for payment and process payment transactions, ensuring timeliness and accuracy of information and appropriate backup documentation.
- Maintain A/P workflow system and payable records, including vendor W-9 forms/W-8 BEN forms and the preparation of annual 1099/1042 forms.
- Record daily deposits and work closely with the Development department to reconcile with Tessitura.
- Maintain daily cash reconciliations and provide weekly cash disbursement information to supervisor.
- Maintain excellent, proactive, and collaborative communications with vendors and staff.

Assist Senior Accountant with Month-end Close, Analysis & Reporting which may include:

- Complete balance sheet account reconciliations.
- Prepare journal entries and maintain YTD and other roll-forward reconciliation schedules.

- Prepare monthly credit card reconciliations, working proactively with staff to ensure all expenses are coded properly and supporting documentation is provided.
- Monitor accounts payable, unclaimed checks, and balance sheet accounts, following up with others as needed to minimize write-offs and year-end adjustments.
- Maintain month-end files with appropriate reconciliations and other supporting documentation.

Additional Accounting Duties:

- Assist with year-end close and audits.
- Maintain fixed assets.
- Learn payroll system (ADP Workforce Now) and act as a backup as needed.
- Perform filing and general administrative tasks.
- Facilitate Finance Committee meetings and record minutes.
- Other tasks as assigned.

This position is a good fit for someone who:

- Is an organized, flexible, and goal-orientated team player
- Has outstanding written and oral communication skills
- Knows and uses Microsoft Office, has experience with Sage Intacct or other accounting software, and is adept to learning new programs and systems.
- Has knowledge and/or experience preparing 1099s/1042s
- Has knowledge of generally accepted accounting principles
- Is passionate about performing arts; knowledge of opera a plus

MN Opera is willing to teach:

- Sage Intacct accounting software processes and procedures
- Payroll process
- Industry-specific accounting skills and existing procedures

How to apply:

Please email your cover letter, resume, and two references to:
employment@mnopera.org and reference "Staff Accountant" in subject line.

Application Deadline: Friday, December 7, 2018

The Minnesota Opera is an AA/EEO Employer