



**Job Title:** Staff Accountant  
**Reports to:** Controller  
**Classification:** Full-time, exempt  
**Salary:** \$40-\$45K plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)

**General Purpose:**

The purpose of this position is to support the accounting functions of the organization. This person reports to the Controller and works collaboratively across the organization. The accounting functions include; accounts payable, accounts receivable, and general accounting. The role requires excellent communication skills, organizational skills, and attention to detail.

**Primary Responsibilities:**

**Accounts Payable**

- Verify coding and process purchase orders and invoices
- Ensure compliance with approval process
- Write checks, issue ACHs, and enter credit card expenses
- Analyze discrepancies, open purchase orders, and unpaid invoices
- Maintain vendor information ensuring W-9/W-8 forms are on file for all vendors
- Assist in annual 1099/1042 issuance
- Maintain compliance for unclaimed property

**Accounts and Pledges Receivable**

- Verify coding, post receivables, and process deposits
- Prepare and coordinate daily deposit activities with Development and Patron Services
- Perform account reconciliations with Development, Production, and Education

**General Ledger**

- Complete bank reconciliation
- Maintain fixed assets, record additions, disposals, and depreciation
- Prepare journal entries
- Assist in month end close procedures
- Assist with year end audit and 990 preparation
- Perform scanning, filing, and general administrative tasks
- Liaise with other departments and vendors
- Other tasks as assigned

**This position is a good fit for someone who has:**

- 1 - 3 years of experience in accounting, preferably nonprofit
- An associate's or bachelor's degree in accounting
- MS Office Suite experience with an intermediate level in Excel
- 1 – 3 years of experience using accounting software, preferably Intacct
- Excellent organizational skills, attention to detail, ability to work independently, ability to problem-solve and excellent written and verbal communication skills
- Preference in working in a collaborative environment with a focus on customer service

**MN Opera is willing to teach:**

- Policies and procedures specific to MN Opera
- Performing arts specific accounting
- Sage Intacct accounting software
- Tessitura reporting and reconciliation

**How to apply**

Please email your resume to Jen Thill, Chief of HR at [jen@mnopera.org](mailto:jen@mnopera.org) and reference "Staff Accountant" in subject line.

**Application Deadline**

Wednesday, July 3, 2019

**The Minnesota Opera is an AA/EEO Employer**