

### **Job description for Staff Accountant & Payroll Specialist**

Non-for-profit Art organization specializing in live entertainment with emphasis on community outreach is seeking a full-time payroll specialist and staff accountant.

#### Responsibilities:

- Process weekly Actor's payroll and Bi-weekly full-staff payroll with support from ADP
- Manage and administer all Benefits (health, dental, vision and Life insurance)
- Compile, calculate and submit for payment all employee Garnishments
- Manage open enrollment process for all Benefit plans annually
- Monthly workers comp calculation for all departments
- Daily processing of journal entries for contributed revenue
- Schedule regular ACH fund transfer to Operating account
- Weekly Recognition of deferred revenue
- Prepare weekly Royalty report for each production and submit to AP
- Reconcile all Bank and Investment accounts on a monthly basis
- Prepare account reconciliations at month end
- Assist month end close

#### Skills and Abilities:

- Bachelor's degree in accounting or related field.
- Experience with ADP payroll software a must.
- Five years' experience in related accounting field.
- Blackbaud Financial Edge software highly desired.
- Proficiency with MS office.... Heavy excel work
- Must be a team player
- Meticulous attention to detail
- Effective written and oral inter-personal skills
- Superior time management and analytical skills
- Organizational and multi-tasking skills a must

#### Benefits:

- Full HMO coverage of medical insurance
- Full PPO coverage for dental and vision insurance
- \$25k life insurance policy