



Marcus Performing Arts Center Position Description

Job Title	Accounting Associate
Department	Finance
Reporting To	Accounting Supervisor
FLSA Status	Non-Exempt
Employment Status	Part-Time (15-20 Hours)
Direct Report(s)	None

JOB SUMMARY

The Accounting Associate supports the financial operations of the Center and will be responsible for a variety of general accounting related responsibilities, this includes working with accounts receivables and payables, reporting, banking, audit support and month/year-end processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain vendor records, including W-9 forms, tax-exempt S-211 forms and certificates of insurance.
- Process payments via check and electronic fund transfers for MPAC and shared service partners.
- Answer internal and external questions on payment statuses.
- Assign cost codes to different transactions.
- Process cash receipts into our financial system.
- Reconcile assigned balance sheet accounts.
- Prepare statements and reports that require utilization of an assortment of sources.
- Maintain orderly accounting filing system, paper and digital, in accordance with record retention guidelines.
- Provide administrative support and special projects as requested.

This job describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must have demonstrated on the job experience with and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

EDUCATION & EXPERIENCE

- 1-2 years of business experience preferred, preferably within an accounting/finance department.
- Working knowledge of Microsoft office with Excel skills required.

KNOWLEDGE, SKILLS & ABILITIES

- A commitment to the arts and arts education.
- Ability to be appreciative of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI).

- Demonstrates honesty and ethical practices in all work-related activities according to policies and procedures with or without supervision.
- Conveys thoughts and ideas effectively to all stakeholders through written and verbal communication.
- Excellent organizational and time management skills, with a high level of accuracy and attention to detail.
- Works effectively with others to achieve shared goals, breaks down barriers, and fosters belonging.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.
- Ability to solve practical problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently and as part of a team.

WORK ENVIRONMENT / JOB SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily performs work in an office environment. While performing this job the employee is required to sit and operate, handle, touch or manipulate objects, tools, or controls. The position requires extensive close and color vision. The employee is frequently required to talk and hear. Occasionally move around the office and access or use computers, office equipment, and any other pertinent supplies, space or equipment used to perform the duties of the position. Work with frequent interruption. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or lift. The noise level in the work environment is usually moderate.

ORGANIZATION SUMMARY

Established in 1969, the Marcus Performing Arts Center (MPAC) is the premier performing arts community gathering space in Southeastern Wisconsin and acts as an energizing force that connects our community to the world through collaboration, innovation, social engagement and the transformative power of live performing arts. MPAC presents a diverse mix of cultural arts programming including touring Broadway, and the world's best in contemporary dance, jazz, global music, and concerts, provides high quality arts education and engagement experiences, and is home to several resident companies including the Milwaukee Ballet, Florentine Opera, First Stage and Black Arts MKE. MPAC is committed to racial equity, diversity, and inclusion (REDI) focusing on Representation, Inclusion, and Investment to build bridges between diverse members of our community. Please visit marcuscenter.org for more information on this dynamic organization.

Marcus Performing Arts Center is an equal opportunity employer.