



Marcus Performing Arts Center Position Description

Job Title	Staff Accountant
Department	Finance
Reporting To	Accounting Manager
FLSA Status	Non-Exempt
Employment Status	Full Time
Direct Report(s)	None

JOB SUMMARY

Under the general supervision of the Accounting Manager, the Staff Accountant will be leading a variety of responsibilities that include but are not limited to creating, updating, reviewing and maintaining accounting records for the Marcus Performing Arts Center and our shared services clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

MPAC

- Fixed Assets
 - Create/ dispose of Assets
 - Utilize Fixed Asset module to calculate monthly depreciation
 - Post subledger
- Month-end/ Annual
 - Prepare journal entries including Payroll, show labor, correcting entries (as needed).
 - Process weekly/ monthly Merchant account entries.
 - Reconcile bank statement monthly.
 - Prepare annual 1099-NEC/MISC tax forms.
 - Process Unclaimed Property to state
- Additional Responsibilities
 - Update credit card transactions (Ramp platform) in the financial system, process approved transactions and reconcile the credit card statements to the financial system.
 - Annual Audit support.
 - Assist in special projects as needed.
 - Accounts Payable backup to Accounting Associate

Shared Service Client

- Accounts Payable
 - Maintain vendor records, including but not limited to W-9 forms, S-211 forms and certificates of insurance.
 - Process payments weekly.
 - Export credit card transactions (Ramp platform) to the financial system.
 - Answer internal and external questions on payment statuses.
- Month-end/ Annual
 - Prepare assigned journal entries.
 - Reconcile bank statement monthly.
 - Prepare annual 1099-NEC/MISC tax forms.

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

- An associate degree or 2 years of related professional work experience within a Finance Department is required.
- Advanced Excel skills including pivot tables, Vlookups and other complex formulas.
- Strong working knowledge of the Microsoft office and ability to learn in role.
- Experience using general ledger accounting software, Financial Edge preferred.

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
- Display curiosity comes up with useful ideas that are new, better, or unique; Introduces new ways of looking at problems; Can take a creative idea and put it into practice; Encourages diverse thinking to promote and nurture innovation.
- Collaborate, work cooperatively with others across the organization to achieve shared objectives; Represents own interests while being fair to others and their areas; Partners with others to get work done; Credits others for their contributions and accomplishments; Gains trust and support of others
- Display tech comfort by anticipates the impact of emerging technologies and makes adjustments; Scans the environment for new technical skills, knowledge, or capabilities that can benefit business or personal performance; Rejects low-impact or fad technologies; Readily learns and adopts new technologies.
- Be responsive, readily takes action on challenges, without unnecessary planning; Identifies and seizes new opportunities; displays a can-do attitude in good and bad time; Steps up to handle tough issues
- Display change agility by dealing comfortably with the uncertainty of change; Effectively handles risk; Can decide and act without the total picture; Is calm and productive, even when things are up in the air; Deals constructively with problems that do not have clear solutions or outcomes
- 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.
- Able to communicate technical concepts to non-technical audiences. Listens for understanding and is able to give and receive constructive feedback.
- 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 percent.
- Ability to solve practical problems.
- Ability to work with undefined processes, research and draft new processes.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to be appreciative of multiple diverse perspectives, and a commitment to the organization's initiatives regarding diversity, equity, accessibility, and inclusion.
- Ability to work independently, monitor and achieve goals with minimal supervision.

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.