

STAFF ACCOUNTANT JOB DESCRIPTION

The Virginia Arts Festival is seeking a highly organized, full-time Staff Accountant who enjoys supporting a small group with a big mission. Primary responsibilities include payroll, reconciliations, reporting, registration and tax filings, and insurance processing. The ideal candidate has a degree in accounting or related field or equivalent experience. The position reports directly to the CFO.

PRINCIPAL RESPONSIBILITIES

Payroll

- Process bi-monthly payroll for salaried and hourly staff and prepare GL entries
- Prepare employee benefit vendor payment requests and reconcile accounts
- Process off-cycle payroll as needed
- Input, maintain, and update employee data and files and monitor leave balances
- Maintain and process evaluation files, wage and benefit changes, and bonus payments
- Assist with payroll and benefit research for employee inquiries and regulation changes

General Ledger Activities:

- Reconcile balance sheet accounts including cash, investments, other assets, payables, and clearing accounts
- Reconcile the accounting software to the CRM software
- Process and prepare journal entries including bank transactions, adjustments, and corrections
- Administer tax filings including admissions, sales, beverage, and 1042s
- Prepare and code performance settlements
- Prepare budget and cash reports and assist with variance analysis and research
- Back up accounting software and close GL module

Other Activities:

- Maintain Staff Accountant SOPs
- Review contracts and create and update leases and other agreements
- Manage the insurance program, providing documents and supporting files as needed
- Manage the fixed assets program including tracking and depreciation
- Assist with annual audit schedules, research, and support preparation
- Support Bookkeeper duties when needed and provide finance support at performances as needed
- Assist CFO with special projects and other duties as assigned

DESIRED QUALIFICATIONS

- Strong Accounting knowledge and experience required
- Proficiency in the Microsoft Office suite with emphasis in Excel required
- Attention to detail, accuracy and timeliness in recordkeeping
- Outstanding organizational and analytical skills with the ability to manage competing priorities with minimal guidance and within deadlines
- Ability to work professionally as part of a team or independently and to maintain confidentiality
- Experience working with nonprofit accounting and CRM software preferred