

Rochester Philharmonic Orchestra  
Job Description

**Job Title:** Staff Accountant – *AP focus*

**Department:** Finance

Classification: Part-time – Exempt, \$20/hr.

**Reports to:** Chief Financial Officer

**Job Summary:** Staff Accountant performs professional-level accounting duties involved in maintaining the accounting records (manual and computerized) for unrestricted, restricted and temporarily restricted accounts. The Staff Account is responsible for full cycle accounts payable.

**Job Duties and Responsibilities:**

1. Reconciles balance sheet accounts on a regular basis to assure accurate reflection of assets and liabilities.
  - Reviews general ledger accounts and prepares correcting journal entries
  - Performs account analysis and reconciliation, including bank statements and reconciliation of sub-ledgers to general ledger account balances
  - Researches and corrects account discrepancies
  - Maintains and reconciles fixed asset schedules
  - Posts accrued expenses and recognizes deferred expenses
  - Monthly close of RPO
  - Works with related departments to enhance consistency and accuracy of reporting
2. Full cycle Accounts Payable
  - Enters Invoices into GL, checking for proper coding and approvals and ensuring accuracy of the AP listing
  - Manages weekly payables cycle including update of AP listing, noting key department priorities and participating in weekly AP decision meeting.
  - Creates checks, matched to invoice and present to CFO or CEO for signature. Mails checks and updates ledger per standard processes.
  - Prepares journal entries as needed to record any payments issued outside the check process (ACH)
  - Updates and reconciles bank statements to identified spending.
3. Participate in monthly close including preparation of the profit & loss statement and department spending reports for CFO
  - Create journal entries accruing known expenses that have not been reflected in invoices received.

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4. Other duties, in concert with Sr. Accountant and CFO:
  - Responsible for preparation of associated audit work papers for external auditors.
  
5. Assists with special projects as needed.
  - Coordinates preparation of 990 for RPO Fund, Inc. with external auditors
  - Updates endowment fund balances

**Required Skills**

- B.S. in Accounting with two years of experience in field, or equivalent education/experience
- Proficiency in Microsoft Excel
- Understanding of not-for-profit accounting concepts
- Strong interpersonal skills
- Ability to communicate ideas/problems and solutions clearly to people with varying degrees of accounting/financial knowledge

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