



JOB DESCRIPTION: Accounting Manager

OVERVIEW:

The Accounting Manager reports directly to and works closely with the Executive Directors for Augusta Symphony and Miller Theater. The Accounting Manager is responsible for handling the day-to-day accounting which includes maintaining the books and records, accounts payable, accounts receivable, reconciling bank statements, preparing payroll, closing the books each month, preparing monthly financials and tax compliance, for both Augusta Symphony and Miller Theater. Separate sets of books are maintained for each entity.

JOB DUTIES AND RESPONSIBILITIES: *(for both Augusta Symphony & Miller Theater)*

- Prepare monthly financial statements and supplemental reports
- Assist with preparing the annual budget – must have a fundamental understanding of the budget for both entities
- Record and pay bills in a timely manner
- Record and make deposits
- Work closely with the Miller Theater team for all events
- Prepare payments for Miller Theater events
- Review and understand settlements for all shows and properly record on the books
- Work with outside CPA firm on the annual audit and tax return – providing information upon request
- Responsible for the Month-end Close
 - Reconcile bank accounts
 - Enter and reconcile credit card charges
 - Review and reconcile Merchant statements
 - Make accruals and reclass entries as needed to report transactions in the correct period
 - Ensure that inventory is counted each month
- Responsible for HR and Payroll for both Symphony and Miller Theater
 - Prepare bi-weekly payroll – for 4 different payroll runs
 - Make payroll tax deposits, prepare and file quarterly payroll tax returns
 - Year-end tax compliance: prepare and file W-2 forms and 1099 forms
 - Onboard new employees and handle all HR needs for both entities
 - Manage the administrative responsibilities of the retirement plan

Other Responsibilities:

- Attend weekly staff meetings
- Attend board meetings for both Augusta Symphony and Miller Theater
- Be prepared to present financial reports and other related information at meetings
- Other duties as assigned

Requirements:

- Bachelor's degree in accounting and 5-7 years of experience or an associate's degree in accounting with 10 years of relevant experience
- Proficient in QBO – accounting and payroll modules
- Experience in processing payroll for both salaried and hourly employees
- Proficient in Microsoft Office products such as Excel and WORD
- Familiarity with Etix (ticketing system), Prism (venue management system), and uATTEND (timeclock system) – or similar systems, preferred
- Knowledge of GAAP
- Ability to multitask and pivot at a moment's notice
- Work well independently and in a team environment

Interested applicants submit resume and cover letter to HR@augustasympphony.com.
Salary commensurate with experience. No phone calls, please.