

Job Title: Accounting/Office Manager

Reports To: Executive Director

FLSA Status: Exempt, Full-time

Position Summary:

Reporting to the Executive Director, the Accounting Manager is responsible for the overall management of daily financial accounting, reporting, and office organizational needs.

Supervisory Responsibilities:

- None

Essential Functions:

Accounting:

- Manage, implement, and monitor financial activities, policies, procedures, and internal controls to ensure accuracy, efficiency and timeliness.
- Process all bank deposits; record in QuickBooks accounting software.
- Record in QuickBooks accounting software all ticket sales and donations created through the Patron Manager ticketing software.
- Maintain and process accounts payable. Prepare checks and pay other bills online.
- Maintain and monitor accounts receivable.
- Perform bank and brokerage account month-end reconciliations.
- Prepare staff and musician payrolls and pay the appropriate payroll taxes and other payroll deductions as instructed.
- Maintain staff paid time off schedules.
- Prepare journal entries and monthly close.
- Produce monthly financial statements.
- Submit copy of checking account register to the Assistant Treasurer for review.
- Prepare and distribute departmental general ledger information to staff.
- Maintain copies of the following financial documents: Articles of Incorporation, IRS Determination Letter of Tax Exempt Status, Maryland Charitable Registration, audited financial statements, IRS Form 990, Sales and Use Tax Exemption Certificate.
- Interface with external accountants and auditors.
- Ensure security of sensitive financial and personnel information.
- Dispose of financial records according to retention schedules and policies.
- Provide staff with the financial data and reports needed to submit proposals and grants.
- Compute and submit financial information needed to maintain and update organizational memberships for BMI, ASCAP, and the League of American Orchestras.

General Office:

- Answer incoming phone calls as needed.
- Process ticket orders by phone and in person through Patron Manager software and update subscriber and ticket buyer records when needed.
- Maintain organizational memberships.
- Run errands to bank, post office, vendors' offices, etc. as needed.
- Maintain office supplies and servicing of office equipment.
- Perform other duties as assigned.

Knowledge, Skills & Abilities:

- Associate Degree and/or an equivalent combination of 2-3 years experience and education.
- Extensive knowledge of QuickBooks and Microsoft Office.
- Non-profit, grant, and accrual accounting experience is a plus.
- Able to manage multiple projects and deadlines.
- Handle confidential matters with discretion and professionalism.
- Strong interpersonal, written, and verbal communication skills.
- Excellent time management skills and attention to detail.
- Ability to speak effectively with, and respond to questions from, patrons and the general public.
- Nights and weekend work are required with the ability to work a flexible schedule.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job.

- Work is normally performed in a typical interior/office work environment. The employee frequently is required to remain in a stationary position, often standing or sitting for prolonged periods.
- While performing the duties of this job, the employee is regularly required to communicate, listen, and observe. Specifically, the employee must be able to communicate clearly on the telephone with others.
- Position may require the employee to ascend and/or descend ladders, stairs, ramps, and the like.
- High stress, fast-paced environment with a high volume of work to be completed daily.
- Limited physical effort required or exposure to physical risk. However, must be able to lift 15 pounds at times.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts



21 S Potomac St, Second Fl
Hagerstown, MD 21740
tel 301-797-4000
fax 301-797-2314

www.marylandsymphony.org

management's right to assign or reassign duties and responsibilities to this job at any time. The Maryland Symphony Orchestra is an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Salary: \$40,000-\$45,000 per year plus benefits

To apply:

Please send a cover letter, resume, and 3 professional references by email to Kim Bowen, Executive Director, Maryland Symphony Orchestra at kbowen@marylandsymphony.org no later than February 9, 2024.

Position opens for applications: January 11, 2024

Position closes: February 9, 2024

About the Maryland Symphony Orchestra:

Founded in 1982, the Maryland Symphony Orchestra (MSO) is a fully professional orchestra under the leadership of Music Director, Elizabeth Schulze. Musicians come from throughout the greater Baltimore-Washington DC metro area to perform with the MSO.

The orchestra presents five pairs of classical concerts at the historic Maryland Theatre in Hagerstown, MD. A typical season also includes two MSO Pops! Concerts, two Home for the Holidays concerts, four Link Up Youth Concerts, and a free Salute to Independence concert. Each year, over 14,000 young people participate in the MSO's extensive education programs and concerts such as Ensembles in the Schools, Kinder Konzert series, Symphony Saturdays, and masterclasses.

The Maryland Symphony Orchestra has an annual operating budget of \$1.5 million and an endowment of \$4.1 million. The orchestra is governed by a Board of twenty-five and has a staff of five full-time and four part-time employees.

Hagerstown is in western Maryland – 70 miles from Washington, DC and 75 miles from Baltimore, Maryland. The area is well known for historic sites such as the Antietam National Battlefield, and has extensive park areas for hiking, skiing, biking, white-water rafting, and other outdoor activities.

The MSO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other character protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, compensation, and training.