

# CAPE SYMPHONY

**Title:** Accounting Assistant  
**Department:** Finance  
**Reports to:** Controller  
**Supervisor to:** N/A

Position Type: Part-Time

## Summary:

The Accounting Assistant is responsible for the day-to-day tasks in a financial department. They are responsible for ensuring that the organization has their bookkeeping in order for budgets and taxes. A few of the main duties of a finance assistant are data entry into the system, preparing a balance sheet, updating financial records, and processing invoices. They also have to prepare cost analysis reports for other departments. We are a small, dynamic team and advancement is a strong possibility for the right candidate.

## Duties:

- Process payroll (3) administration, faculty and orchestra musicians; Format faculty and orchestra payrolls into CVS file for upload to Paylocity; Run payroll preview; email payroll summary to Controller for approval; Enter payrolls to Quickbooks and submit Journal Entry to Controller; Check and save electronically per process, quarterly and annual payroll reports; Track payroll liabilities; Maintain electronic employee files; Address employee's payroll questions
- Process invoices; Check Payables email & print out invoices; Cut checks weekly for DOF's signature; File and pay quarterly sales tax returns; Ensure that all recurring charges and credit card charges are entered for EOM; Follow up on vendor inquiries
- Process & reconcile corporate card charges; Attach Expensify receipts, approve expense reports & download credit card charges for entry to QB; Process employee reimbursements for weekly check run.
- Perform daily, weekly, monthly and annual duties to support the Finance Department in the areas of mail distribution, invoice preparation, musician communication, scanning, filing, post office deliveries and audit preparation/requests.
- Respond to a wide variety of requests for information; Assist in tracking key operational metrics through research, compilation and organization of data; Perform special projects that require a combined knowledge of administrative and technical operations.
- Analyze needs and issues as they arise, determining and communicating a course of action and level of urgency.
- Maintain confidentiality in all aspects of team and company information.
- Provide back-up administrative support to other departments as necessary
- Perform other duties as required

## Qualifications:

- Bachelor's Degree in accounting, finance or business required.
- Experience in higher education or Non-Profit Organization is preferred.
- Minimum of 5 years of hands-on accounting managerial experience.

- Exceptional organizational skills.
- An attention to detail.
- Strong people skills.
- Savvy time manager.
- Agile multitasker.
- Proficient oral and written communicator.
- Ability to work independently with minimal supervision.
- Mindfulness of maintaining confidentiality of sensitive information.
- Willingness to work on location in our West Barnstable campus.
- Occasional availability during evening and weekend hours during concerts and events.
- Advanced knowledge of Word, Excel, PowerPoint, Google Docs and Google Calendar.

Essential Skills:

- Payroll Processing, 5 years
- Accounts payable, 1-2 years
- Paylocity a plus
- Quickbooks

Working Conditions/Physical Demands:

The employee will be required to perform essential functions of the job during evenings and on Saturdays and Sundays, as the Cape Symphony's performance schedule dictates.

To Apply:

Please send a cover letter and resume in PDF format to [recruitment@cape\\_symphony.org](mailto:recruitment@cape_symphony.org) with "Accounting Assistant" in the subject line. The Cape Symphony is an equal opportunity employer. No phone calls please.

About the Cape Symphony:

At the Cape Symphony, our mission is to "Inspire Joy." We do this through outstanding entertainment and educational programs. The Cape Symphony is Cape Cod's very own professional orchestra and performs a ten-concert season from September to June at the 1,400-seat Barnstable Performing Arts Center in Hyannis, plus special events and summer programs. From popular hits to magnificent classics, highlighting hidden gems and putting a new twist on standards, the emphasis is always on fun, surprises, and beautiful music. The Cape Symphony commitment to education for all ages includes private lessons, classes and ensembles at campuses in Barnstable and Falmouth as well as online. Its acclaimed preschool program is known for blending traditional academics with the arts. Through community outreach, the Cape Symphony brings an array of engaging programs to the Cape Cod community.

*The Cape Symphony values diversity and inclusiveness in the workplace. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity (EOE) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Cape Symphony will provide reasonable accommodations for qualified individuals with disabilities.*