

CAPE SYMPHONY

Title: Senior Staff Accountant
Department: Finance
Reports to: Director of Finance
Supervisor to: N/A

Position Type: Full-Time
Salary: \$60,000 to \$75,000

The ideal candidate will be someone who is excited about the future of orchestral music, performing arts, and arts education as we look ahead to the post-pandemic era and find new ways for the Cape Symphony to serve its communities. Our desired candidate will bring a positive, team-oriented attitude and a hands-on approach to this position, as well as the ability to strategize and execute on ways to reach a broader audience for our orchestra performances and educational programs.

Summary:

The Senior Staff Accountant will take ownership of the financial operations for the Cape Symphony.

Duties:

- 300+ EE Payroll
- Accounts Payable and Corporate Card Charges for \$4M annual budget
- Accounts Receivable from all revenue sources (Concerts, Conservatory, Fundraising, Misc)
- Reconciliation and Reporting

Qualifications:

- Bachelor's Degree in accounting or finance required.
- Minimum of 5 years of hands-on accounting managerial experience; Higher Education or Non-Profit Organization is preferred.

Essential Skills:

- Payroll Processing, 5 years (ADP or Paylocity)
- Accounts payable, 1-2 years
- Advanced Quickbooks and Excel

Working Conditions/Physical Demands:

- Position is located at our West Barnstable campus; Hybrid work model (WFH 1-day per week) is available upon successful completion of probationary period.
- The employee will be required to perform front of house duties at Barnstable Performing Arts Center on Saturdays and Sundays during Cape Symphony performances (usually one weekend per month).

To Apply:

Please send a cover letter and resume in PDF format to recruitment@capesymphony.org with “Senior Staff Accountant” 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.