

MASTER CHORALE

JOB DESCRIPTION

Title: Staff Accountant
Reports to: Controller
Salary Range: \$60,000 - \$80,000

Summary of Duties: The staff accountant handles day-to-day transaction processing related to payroll and accounts payable. In addition, the staff accountant assists the Controller and/or VP-Finance/CFO with certain human-resources matters (new employee documentation, benefits enrollments, personnel files).

Essential Duties, Responsibilities, Functions:

- Payroll administration duties:
 - Maintain payroll-processing calendar, ensuring that distributions are made within the time frames specified in collective bargaining agreements
 - Review payroll information for mathematical accuracy, conformity with terms of collective bargaining agreements and sick/vacation reporting
 - Enter payroll data for singers, instrumentalists, stagehands, and administrative staff
 - Provide Controller with payroll proofs and obtain sign-off before printing checks or direct-deposit files
 - Post direct-deposit files to the Master Chorale's commercial bank
 - Schedule payroll tax deposits with the Internal Revenue Service and Employment Development Department
 - Prepare quarterly state (DE 9) and federal (941) tax returns and submit to Controller for approval
 - Prepare W-2's, submit to Controller and, upon approval, ensure timely dissemination to employees and taxing authorities

- Human resources support:
 - Maintain Master Chorale personnel files and records
 - Oversee on-boarding process for new staff, including:
 - Managing pre-hiring communications (welcome letter, benefits information package, handbook)
 - Preparing office space and obtaining equipment as needed
 - Administer benefits for administrative staff, including:
 - Providing benefit program information to staff.
 - Handling enrollments, cancellations and change requests.
 - Remitting retirement plan deductions, ensuring timely payment

- Incoming checks processing:
 - Maintain log of incoming checks and process deposits at least weekly using remote check deposit equipment
 - Distribute copies of incoming checks to appropriate personnel
 - For checks received that aren't recorded in Tessitura, complete a cash receipts coding form and provide to Controller

- Payables administration duties:
 - Collect receipts and expense coding forms from holders of corporate credit cards
 - Prepare expense coding sheets for landlord invoices and recurring monthly vendor charges (equipment, insurance, etc.)
 - Distribute invoices to appropriate personnel in other departments for payment approval
 - Enter credit-card coding data, expense sheets and invoices into the payables module of the accounting system
 - Prepare 1099's, submit to Controller and, upon approval, ensure timely dissemination to vendors and taxing authorities

QUALIFICATIONS

- Organized and able to set priorities
- Able to handle large numbers of transactions while maintaining attention to detail
- Comfort working in a shared-resource role and working with team members
- Excellent verbal and written communication skills
- Discretion working with sensitive and private personnel information
- A passion for the mission and aspirations of the Master Chorale and an ability to eloquently articulate the organization's mission, values, achievements, potential, and future goals to internal and external audiences

The Los Angeles Master Chorale provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Los Angeles Master Chorale complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Los Angeles Master Chorale expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Los Angeles Master Chorale's employees to perform their job duties may result in discipline up to and including discharge.