Embassy Theatre Foundation, Inc.
Job Description

Job title: Senior Accountant
Reports to: President & CEO
Classification: Exempt, Full-Time, Salaried
Salary range: Starting at $62,000; negotiable based on experience

General Description:
Manages the financial records, fund accounting, payroll and regulatory compliance of the organization.

Duties and responsibilities:

- Oversee accounts payable, accounts receivable, bank and credit card reconciliations, and journal entries.
- Prepares monthly closes of financials, including accruals and prepaids.
- Tracks funds, monitors expenditures and prepares customized reports.
- Processes payroll.
- Supports CFO with financial reports, budgets and audit preparation.
- Files all local, state and federal reports as required.
- Provides suggestions for controls, streamlined processes and other areas of financial management.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: Two to five years of related experience required. Skilled in Microsoft Excel, Outlook and QuickBooks Online required. Bachelor's degree or certification in finance or accounting preferred. Nonprofit and Bill.com experience preferred.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and evening work schedules. Work from home flexibility available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental, vision and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holiday and sick days.