

# Job Title: Accounting Manager

# Department: Administration-Finance

**Reports to: Chief Financial Officer**

**FLSA status: (exempt or nonexempt) exempt**

**Date prepared: March 31, 2025**

**SUMMARY**

Managing accounting functions required to support the business and strategic objectives of the Kansas City Symphony in an accurate, cost-effective, and timely manner. This position will work closely with all departments of KCS and often accounting managers from the Lyric Opera, KC Ballet, and Kauffman Center for the Performing Arts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following*:

* Prepare monthly financial statements, including forecasts of revenue and expenses. This includes preparation of month-end closing journal entries in the general ledger, including recognition of deferred revenue; distribution of reports to management for use in forecasting and providing copies to the CFO to use for statement analysis.
* Performs monthly reconciliation of all symphony bank accounts and other closing entries required to generate the monthly financial statements.
* Reconciles contributed revenue recorded in GP accounting software with Tessitura donor software monthly. Works with Donor Information Specialist to resolve discrepancies and coding errors.
* Reconcile ticket sales recorded monthly in GP accounting software with the Tessitura ticketing system. Work with appropriate box office staff to resolve discrepancies, timing errors and customer credit card issues. Reconciles ticket sales with the Kauffman Center for the Performing Arts.
* Exercise independent judgement in work with various vendors providing employee benefits to the staff and musicians of the Kansas City Symphony.
* Identifies and resolves problems related to musicians and staff insurance claims, enrollment issues and other matters related to coverage offered by the symphony.
* Prepares annual organization budget, including detail of staff salary budget; detail of staff and musician benefits budget. Coordinates schedule for and collection of agency-wide budget detail. Responsible for uploading and reconciling budget reports and revising them as necessary using GP accounting software, Excel and Management Reporter.
* Reconcile & review certain general ledger accounts analyzing transactions for relevance and correctness.
* Work with Senior Accountant to prepare instrument insurance invoices for premium as necessary.
* Exercises discretion in the preparation of annual W2s and 1042s. Responsible for ACA reporting.
* Has sole responsibility for the preparation for the annual workers’ compensation audit.
* Manages the preparation for the annual 403(b) audit.
* Has responsibility for the completion of various mandatory and other surveys that represent the Symphony with governmental and non-governmental agencies
* Exercises independent judgment and discretion in preparing for and managing the audit, including preparation of the 990 questionnaires, and prepares and reviews various audit work-papers.
* Participates in selection and Implementation of automated payroll and accounting systems.
* Prepares cash flow analysis and other analyses needed for grant reporting and needs as identified by management.

# OTHER RESPONSIBILITIES

* Supervise the Senior Accountant
* To attend staff meetings
* To attend Finance Committee meetings
* To participate in interdepartmental task groups as appropriate.
* Some evening and weekend work at events
* Other duties and responsibilities as may be assigned.

# QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ideal candidate will enjoy analytical thinking and independent analysis to find solutions. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

# OTHER SKILLS AND QUALIFICATIONS:

Diplomacy and pleasant manner essential. Exceptional organizational abilities and acute attention to details and deadlines. Ability to work efficiently and effectively under pressure managing multiple priorities. Public manner which enhances the perception of KCS as a well-run and professional organization. Team player with a high degree of personal initiative and drive. Self-starter. Basic computer skills including Word for Windows and Excel.

Individual must be analytical and detailed Individual will need to resolve complex problems with little or no supervision.

# EDUCATION AND EXPERIENCE:

Candidate must have a background in accounting and bookkeeping with specific experience in payroll, AP, AR, and GL. Familiarity and experience with automated accounting systems is required. The ability to juggle simultaneous priorities is essential. Must be able to multi-task, take initiative to figure out problems on your own, and willing to learn new technology. Must have strong attention to detail. Ability to collaborate and work effectively with diverse team members.

An understanding of non-profit accounting and performing arts organizations will be of value in this position.

Individual should possess a Bachelors degree in accounting.

Familiarity with spreadsheet, word processing, database, and accounting software is required, as is the ability to operate a ten-key by touch.

# CERTIFICATES, LICENSES, REGISTRATIONS:

Current, valid driver’s license

# PHYSICAL DEMANDS:

This position requires the ability to sit or stand at a desk and operate a computer for prolonged periods of time. Must be able to lift up to 35 pounds without assistance. Will be required to navigate stairs and drive a car.

# WORK ENVIRONMENT

Position is located in an office. It is sometimes necessary to attend meetings at the Kauffman Center for the Performing Arts or other off-site locations

*The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.*

To apply: Submit a cover letter and resume to Sara Lohe, Chief Financial Officer at slohe@kcsymphony.org .