



**Senior Accountant  
March 2021**

***Providing the foundation for a lifelong engagement with music***

The Music Institute of Chicago (MIC) is dedicated to transforming lives through music education. We believe that enjoying and understanding music, and developing the skills to create and perform music, enhance the quality of life, and nourish the human spirit. More than entertainment or ambient sound, music is a vehicle for understanding, communicating, and self-improvement, as intrinsic to the human experience as language. Through joyful music learning, listening and playing, MIC students make themselves better and are better able to contribute to the world.

***JOIN US!*** – We are seeking accounting-savvy candidates with payroll experience and expert knowledge of Blackbaud Financial Edge. *If this describes you, consider joining the Music Institute of Chicago.*

Under the direction of the Vice President and Chief Financial Officer (CFO), the Senior Accountant is responsible for general accounting functions, processing semi-monthly and monthly payroll, and monthly closing of the institution's books. Specific duties include, but are not limited to:

- Perform ongoing accounting functions, including payroll processing, balancing detail and general ledgers, bank reconciliations, month-end account analysis and reconciliations, and monthly G/L close
- Analyze various accounts and make appropriate journal entries
- Review A/P account coding before invoices are paid
- Prepare journal entries for contributions and miscellaneous cash receipts
- Assist CFO with collection and analysis of data to generate reports, and in the preparation and distribution of month-end financial statements
- Prepare internal materials for the annual audit, state and federal filings, and other annual or periodic reports
- Provide back-up support to the Accounting Associate, including A/P, cash deposits, A/P coding and data entry
- Provide back-up support to the Registration and Billing Manager including student billing and A/R.

**Ideal Candidate Profile**

In addition to the ability to successfully perform the above duties, the ideal candidate will be a reliable professional who interacts effectively with colleagues and exhibits a high level of accuracy in completing tasks. They will enjoy the challenge of working in a fast-paced environment in support of our mission driven organization.

**Requirements:**

- Bachelor's degree in Accounting or related field
- Minimum of 5 years accounting and month end closing experience
- 2-3 years' experience using Blackbaud Financial Edge
- Familiarity processing payroll using third party payroll provider, such as Paylocity
- Experience in the non-profit sector preferred.

**Competencies:**

- Close attention to detail
- Strong analytical skills
- Ability to multi-task
- Fluency with Microsoft Office Suite, particularly Word and Excel
- Excellent communication and collaboration skills.

In addition, we seek candidates who are flexible, with positive spirit, energy, and a good sense of humor.

**BENEFITS!**

The Music Institute of Chicago has a casual yet professional work environment and is conveniently located in downtown Evanston, close to public transportation – CTA, Metra and PACE. We offer a competitive salary and outstanding benefits package, including:

- Medical, dental, vision insurance
- Paid vacation, personal and sick days
- An additional week off during our Winter Break (between Christmas and New Years' Day)
- Paid holidays
- Life insurance
- Short- and long-term disability
- 403(b) plan – you may immediately join, and after one year, you're eligible for the company match
- Discount on MIC music lessons
- Free admission to most MIC concerts for you and up to 2 guests

**During the pandemic, we offer remote work.**

**TO APPLY:** Please send a cover letter and resume to the Human Resources Manager: [hr@musicinst.org](mailto:hr@musicinst.org). Salary is market competitive and offered commensurate with experience. Tentative start date in April 2021.

*It is the policy of the Music Institute of Chicago to provide Equal Employment Opportunity to people in all aspects of employer/employee relations without discrimination because of race, color, religious creed, gender, sexual orientation, parental status, national origin, citizenship, ancestry, marital status, military discharge status, source of income, housing status, age or disability. This policy affects decisions regarding hiring, compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer and other privileges of employment.*