

Senior Accountant for the



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

Founded in 1931, 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 better able to contribute to the world.

Today, MIC is one of the oldest and most respected community music schools in the country, and its reach extends to more than 7,500 students annually. With a world-renowned faculty who recognize the potential in their students, MIC serves people of all ages and abilities at campuses located in Chicago, Downers Grove, Evanston, Lake Forest, Lincolnshire and Winnetka. MIC students come from Chicago neighborhoods and dozens of other communities across Illinois and the Midwest. Four program areas combine to serve a diverse and widespread community:

The Community Music School annually provides music instruction to approximately 2,500 students of all ages, abilities and levels of experience. Curriculum includes private instruction, musicianship (music theory), chamber music and other ensemble opportunities.

The Academy is an elite training center for a select number of highly gifted pre-collegiate string players and pianists. The program offers private lessons, chamber music, chamber orchestra, music theory and literature classes, weekly master classes and extensive performance opportunities.

Arts Link is a collection of programs, which provide private music instruction, artist residencies, professional development for teachers, community performances and music education scholarships to schools and community-based organizations in Chicago and other low-income neighborhoods.

Nichols Concert Hall presents scores of musical performances, master classes and lectures by world-class guest artists, MIC artists-in-residence, faculty and students. Most events are offered free to the community.

Because of the superior experience and qualifications of its faculty, MIC can boast that its private instruction through the Community Music School is the best in the Midwest. As the most prominent institution in the Chicago metropolitan area that offers training for future professional musicians from around the world through its Academy, MIC truly is a world-class institution. As for its commitment to outreach and access through the Arts Link program, MIC brings classroom music education experiences, professional development opportunities and outstanding performances to thousands of Chicago Public School students and their teachers, and has done so successfully since 1996.

Ideal Candidate Profile

The successful candidate will be a highly organized self-starter who maintains a high standard of work, sound business judgment and can interact effectively with colleagues. She or he will welcome the opportunity to perform the hands-on duties of the Senior Accountant.

SENIOR ACCOUNTANT

Under the direction of the Vice President and Chief Financial Officer (CFO), the Senior Accountant is responsible for the general accounting functions of the institution. Specific duties and responsibilities include:

- Prepare and post all monthly journal entries. Perform ongoing accounting functions including balancing general ledger, bank reconciliations, and month-end account reconciliations.
- Prepare and distribute monthly financial statements. Prepare and distribute additional financial statements for ad hoc programs and activities performed at MIC on a regular basis.
- Ensure revenue is properly recognized on a weekly/monthly basis; identify and resolve variances.
- Work closely with program directors and senior management to review financial statements and assist with achieving budget objectives by analyzing variances and initiating corrective actions where necessary.
- Collect and analyze data to generate reports on performance-related issues.
- Ensure quality control over financial transactions and financial reporting. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Assist CFO in preparation of financial forecasts
- Prepare internal materials for the annual audit, state and federal filings, and other annual or periodic reports.
- Provide back-up support for Accounting Associate, including A/P, cash deposits, A/P coding and data entry.
- Perform ad hoc projects/tasks as requested by the CFO and other duties as assigned.

Qualifications (Required)

- Bachelor degree in accounting or related field
- Minimum of 5 years experience in an accounting role

Competencies:

- Proficiency with Microsoft Excel
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Experience working in a multi-layered organization
- Experience With Blackbaud/Financial Edge *preferred*

Other desired qualities:

- Flexible and adaptable collaborator
- Positive spirit and energy; good sense of humor

To Apply

Please send your correspondence to the Human Resources Manager at hr@musicinst.org. Candidates *must* send cover letter, resume and salary history. **Inquiries that do not include a cover letter with *all* requested information will not be considered.** Salary and benefits are market competitive and offered commensurate with experience and education. *Tentative start date of July 1, 2019.*

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.