

**Accounting Associate
October 2021**

Overview

The Accounting Associate is responsible for processing payroll, accounts payable and other accounting functions.

Primary Responsibilities

Under the direction of the Vice President and Chief Financial Officer (CFO), the Accounting Associate is primarily responsible for processing payroll and accounts payable.

Specific duties include, but are not limited to:

- Manage the payroll processing function for staff and faculty
- Manage payment processing for all payroll related benefits
- Manage the accounts payable processing, including entering data into Financial Edge and
- Processing checks on a weekly basis
- Assist accountant with recording deposits for monthly close
- Assist CFO with collection and analysis of data for various reports
- Provide back-up to the Registration and Billing Manager including student billing and A/R.

Qualifications (Required)

5 years' experience using third party payroll provider, such as Paylocity

5 years' Experience using Blackbaud Financial Edge (or similar software platform)

Qualifications (Preferred)

Associate's Degree in accounting or related field

Experience in the non-profit sector

Competencies:

- Close attention to detail.
- Strong analytic skills.
- Ability to multi-task.
- Fluency with Microsoft Office suite
- Excellent communication and collaboration skills

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

COVID-19 Notice

All employees and visitors are required to wear a mask or face covering. In addition, all current and new employees are required to be fully vaccinated or follow CDC vaccination guidelines.

TO APPLY: Please send your correspondence to the Human Resources Manager: hr@musicinst.org. Please include a cover letter and resume. Salary is market competitive and offered commensurate with experience.

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