

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Accountant

**DEPARTMENT:** Finance

**REPORTS TO:** General Director

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### **POSITION SUMMARY:**

The Senior Accountant is responsible for maintaining the day-to-day accounting functions, accruals, financial statement preparation and interaction with the auditors.

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### **RESPONSIBILITIES:**

- Accounts Payable
- Cash Receipts and Accounts Receivable
- Prepare bi-weekly payroll and process payroll taxes
- General ledger maintenance
- Reconcile all balance sheet accounts
- Prepare monthly financial statements
- Assist with Grant reporting
- Prepare annual 1099's
- Liaison with Auditors
- Assist with budget preparation and fiscal management
- Attend monthly Finance Committee and board meetings

### **MINIMUM REQUIREMENTS:**

Successful candidates will have a Bachelor's Degree in accounting, minimum of five years experience and prior experience with a non-profit organization preferred.

### **TECHNICAL PROFICIENCIES:**

- Proficiency in quickbooks, word processing, excel, and database programs.
- Strong organizational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to work productively under time pressure and meet deadlines.
- Be a self-starter who can work independently

### **TIME REQUIREMENT:**

Approximately 30 plus hours per week. (Possible full-time position)

### **CONTENT OF CONFIDENTIAL INFORMATION:**

Birth dates, Address, Credit Card information, personal e-mails and phone numbers, etc.

**TO APPLY:** Email your resume and cover letter to [starkey@IndyOpera.org](mailto:starkey@IndyOpera.org). If you have additional questions contact David Craig Starkey, at 317.283.3531 or [Starkey@IndyOpera.org](mailto:Starkey@IndyOpera.org).