

SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY

Job Title: Accounting Assistant
Reports to: Business Operations Coordinator
Status: Part-time, non-exempt

About this Position

The Accounting Assistant at San Diego Youth Symphony and Conservatory (SDYS) is responsible for day-to-day financial accounting at a nonprofit organization. S/he also supports the Business Operations Coordinator with government compliance, human resources, and payroll. S/he will prioritize and balance many responsibilities in a fast-paced environment and be committed to our core values of inclusiveness, personal achievement, and community leadership.

SDYS is currently in a CEO search with the Deputy Director soon serving as Acting President and CEO. This part-time Accounting Assistant position will begin after a new CEO is identified and the Acting President and CEO is able to return to her Deputy Director work. During the interim period, a full-time, temporary Accounting Assistant will be identified; it may be possible, but is not guaranteed, for the person in this part-time position to also be considered for the full-time, temporary assistant position.

About the San Diego Youth Symphony

SDYS' mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming (Conservatory Programs) and our neighborhood-centered programming (Community Programs). We know firsthand that education, social, community, and personal transformations happen when music is taught collaboratively and with excellence. Our vision is to make music education accessible and affordable for all.

Responsibilities

Accounting

- Fulfill all banking responsibilities and record all transactions in Quick Books (QB)
- Run credit card merchant reports and records, manage account statements
- Reconcile partnership projects, concessions cash, and departmental income
- Prepare for annual audit and 990 preparation, grant compliance, vendor tax forms
- Schedule reconciliation and compliance filings with CPA

Payroll

- Fulfill all payroll responsibilities, including timekeeping, leave accruals, and payroll submission/reporting
- Regularly prepare and update internal payroll documents

- Make employee changes in payroll software, including enrolling new employees and removing exiting employees.
- Prepare required documents for annual worker's comp audit

Reporting

- Monthly--Update and email financials to supervisors, prepare board financials
- As needed--Provide expense reports for grants and government compliance

Other duties as assigned by the Business Operations Coordinator.

Qualifications

We're seeking candidates who excel in organization and details, and are excited by challenges. Qualifications include:

- College degree required; accounting major preferred.
- Familiarity and experience in non-profit accounting, including classifying contributed and earned income, AP, AR, and banking.
- Experience using Quickbooks and Microsoft and Google applications--spreadsheet formulas required; ADP Workforce experience preferred.
- Detail oriented, with experience reviewing and analyzing financial statements.
- A track record of managing multiple, competing deadlines.
- Strong integrity and confidentiality.
- Ability to collaborate and work in a fast-paced environment.
- Interest and ability to work with young people and families.

Preferred Qualifications

- Knowledge of and experience with instrumental music preferred.

Additional

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to the bank and do other errands pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a part-time position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

To Apply

To apply, please send an email with a current resume and thoughtful cover letter to hr@sdys.org. We will begin reviewing applications immediately; position is open until filled.