

# SAN DIEGO YOUTH SYMPHONY

Part of the **KeyNote** Music Education Family

<b>Job Title:</b>	Accounting Assistant
<b>Reports to:</b>	Business Office Manager
<b>Status:</b>	Full-time, 32 to 40 hours/week, non-exempt
<b>Starting Pay Range:</b>	\$21/hour to \$23/hour

## About this Position

The Accounting Assistant at San Diego Youth Symphony and Conservatory (SDYS) is an entry level position and has primary responsibility in the financial accounting, payroll and employee benefits functions of the organization. The Accounting Assistant also supports the Business Office Manager with financial reporting, government compliance and audits in addition to supporting the HR Assistant with employee benefits. The Accounting Assistant will balance multiple responsibilities in a fast-paced environment and lead some processes with a limited degree of independence under the supervision of the Business Office Manager. They will also be committed to our core values of commitment, creativity, equity, collaboration, and service.

## Payroll

- Coordinate biweekly timekeeping process with HR Assistant and supervisors.
- Review timecards for accuracy in coding and pay rates. Follow up with department managers for complete and accurate coding.
- Prepare bi-weekly draft payroll for review by Business Office Manager.
- Provide ongoing timekeeping and payroll training to all staff, including new employees at onboarding.
- Provide support to HR Assistant to process timely personnel actions in payroll software, including updates to employee benefits payroll deductions. Coordinate with payroll software providers to accurately record retroactive transactions and address technical problems.
- Provide payroll and paid leave reports from payroll software as requested.

## Donations, Contracts and Grants Management

- Record all donations and grants by restriction.
- Prepare and submit contract and grant invoices in coordination with the Institutional Giving Manager as needed.
- Prepare and submit pledge invoices in coordination with the Individual Giving Manager as needed.
- Assist with preparation of some grant proposal budgets to the Institutional Giving Manager as needed.
- Invoice and reconcile partnership projects under contracts and MOUs with the appropriate department managers on a quarterly basis.
- Coordinate with Business Office Manager and Program Managers to record, reconcile and close-out all contracts and grants in order to ensure cash flow and timely stewardship.

## **Accounting, Audit and Compliance**

- Process all day-to-day accounts payable, accounts receivable, and cash handling activity in appropriate systems.
- Coordinate account setup and training in payables workflow platform. Assist with timely submission, review and approval of payments with accurate classification and adequate backup documentation. Address technical problems in accounting and payables workflow systems.
- Coordinate SDYS business credit card program in payables workflow platform. Assist employees and supervisors with timely submission, review and approval of receipts with accurate classification and adequate backup documentation.
- Maintain appropriate segregation of duties and security measures when handling financial assets.
- Ensure all vendors have required tax forms on file before payment.
- Schedule and coordinate monthly checking reconciliation and internal audit with CPA, including review of journals, void checks and transaction sampling.
- Coordinate annual local, state and federal government compliance filings with CPA.
- Assist with preparation for annual workers comp audits, financial audits and 990 filing with external auditing firms under supervision of the Business Office Manager.

## **Reporting**

- Update quarterly financials and meet with supervisors to address reclassifications and follow-up items. Complete action items and follow up with supervisors on their action items.
- Prepare bi-monthly draft Board Finance and Development Committee financials after CPA closes prior months for review by Business Office Manager. Record and distribute bi-monthly draft Finance Committee meeting minutes.
- Provide financial status reports for grants to the Institutional Giving Manager, as needed, in coordination with Program Managers.
- Complete annual compensation/benefits surveys when requested.
- Provide various reports when needed for compliance with government entities and external funders.

## **HR & Employee Benefits**

- Assist the Business Office Manager as needed to prepare for annual Open Enrollment. Assist the HR Assistant with employee follow up to complete Open Enrollment in employee benefits platform.
- Under guidance from the Business Office Manager, coordinate employee benefits programs including group health and life insurance, cafeteria plans, 401(k) retirement plan and paid time off (sick, holidays, floating holidays, tiered vacation) with the HR Assistant.
- Coordinate period of initial eligibility (PIE) for new employees with HR Assistant and benefits brokers.
- In coordination with the HR Assistant, update payroll deductions in the payroll system on an ongoing basis.
- In coordination with the HR Assistant, respond to employee benefit questions and requests with benefits brokers, as needed, including those related to technical and access-to-care issues. Refer employees to the Business Office and/or benefits brokers as appropriate.

Other duties as assigned by the Business Office Manager.

## **Qualifications**

We're seeking candidates who excel in interpersonal relationships, organization and compliance, and who thrive in a passionate, collaborative environment. You should have:

- Strong accounting and financial analysis skills
- Strong verbal and written communication skills
- Strong interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy

- Demonstrated organizational skills and attention to detail
- Fluency with Google Suite (esp. Google Sheets) and Microsoft Suite (esp. Excel)
- Expertise in accounting principles and software (experience with nonprofit accounting and/or QuickBooks preferred)
- Expertise in payroll and human resource information systems (HRIS; experience with ADP Workforce Now and/or Employee Navigator preferred)
- Positive attitude and team player
- Bachelor's degree required; equivalent work experience considered

### **Additional**

All SDYS employees are required to be fully vaccinated against Covid-19. This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and the ability to drive to the bank, post office and other work locations 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 full-time, non-exempt position eligible for benefits with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

We will begin reviewing applications immediately; position is open until filled. To apply, send an email with a current resume and cover letter summarizing your qualifications and interest to [hr@sdys.org](mailto:hr@sdys.org).

### **About San Diego Youth Symphony**

SDYS' mission is to instill excellence in musical achievement and personal growth through rigorous and inspiring music education experiences. We do this through our traditional youth symphony programming (Youth Orchestra Programs), our neighborhood-centered programming (Community Programs and The Opus Project), and early childhood music classes (ChIMES and Music Discovery). We know firsthand that education, social, community, and personal transformations happen when music is taught collaboratively and with excellence. Our vision is lives enriched through music.