



JOB DESCRIPTION

JOB TITLE: Staff Accountant – Accounts Payable

DEPARTMENT: Finance

REPORTS TO: Controller

POSITION SUMMARY:

Responsible for all aspects of automated accounts payable function within the organization's established policies. Examines records of amounts due and makes sure invoices are paid according to terms, and appropriately coded to ensure accurate accounting.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Implements and enforces accounts payable policy uniformly.
- Responsible for all accounts payable processes.
- Ensures vendors paid in a timely manner.
- Maintains sufficient understanding of account coding structure to identify account-coding errors.
- Prepares various monthly/annual State and Federal and Foreign tax returns resulting from accounts payable function, this includes: 1099's, NEC, 1042, monthly sales tax returns.
- Maintains all account payable files in organized and complete fashion. Timely filing of all accounts payable records.
- Prepares and assists with various monthly reports.
- Assists in preparation of various general ledger schedules.
- Prepares and inputs various journal entries.
- Assists with the schedule preparation for the year-end audit.
- Accesses computerized financial information to answer general questions as well as those related to specific accounts.
- Excellent communication skills with both internal and external customers. Must have strong interpersonal skills with an emphasis on courtesy, friendliness, clarity, and diplomacy.
- Ability to develop a strong working relationship with each team member based on trust and respect in order to provide constructive feedback.
- Uses technology to improve processes and streamline operations.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Associate degree in accounting or equivalent work experience (5 years minimum) with payables and general accounting experience. Ability to use Microsoft Word, Excel, Outlook (all at the Beginner level as defined by Microsoft). Experience with accounts payable software and spreadsheets. This position requires an individual with great attention to detail and excellent math and analytical abilities. The individual must use great care and discretion in dealing with sensitive information handled in the finance area.

PHYSICAL REQUIREMENTS:

This position requires the ability to sit for long periods of time to conduct daily business operations. Position also requires the hearing and visual acuity to converse with internal and external constituents in person, over the phone, and via electronic communication with or without reasonable accommodation.

INTERPERSONAL CONTACTS:

INTERNAL: Daily contact with all levels of staff.

EXTERNAL: Daily contact with vendors.

CONTENT OF CONFIDENTIAL INFORMATION:

Knowledge of guest artists' fees and all non-payroll financial information.

SPAN OF SUPERVISION: No direct reports.

OUR MISSION

The Indianapolis Symphony Orchestra inspires and unites our community through music.

OUR VISION

The Indianapolis Symphony Orchestra sets new standards as a dynamic leader in the arts, serving our community by creating innovative, engaging, and accessible musical and educational experiences.

OUR VALUES

These are the fundamental beliefs and principles that guide the ISO's actions and decision-making. They are the foundation of our culture and identity and help us stay true to our mission and vision.

- Inspiration – We strive to offer inspiring musical and educational experiences for everyone.
- Unity – We believe that collaboration makes us stronger.

- Integrity – We will build a culture where everyone is treated with trust and respect.
- Stewardship – We are committed to sustaining the ISO as a treasured community resource and are committed to its success.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**