



Position: Accounting Manager
Status: Exempt, Full-time position
Reports to: Chief Financial Officer
Location: Performing Arts Houston offices in Houston, TX
Salary: Salary level commensurate with experience; excellent benefits with company-paid health insurance
To Apply: Submit cover letter and resume to employment@performingartshouston.org
Posted: April 25, 2022

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#)

The **Accounting Manager** carries out a range of responsibilities within the accounting and financial operations of Performing Arts Houston. This is a hands-on position with primary responsibilities centered around handling the daily accounting, accounts payables, and cash management transactions of the organization. The position uses Excel, MIP accounting software, and Chase Bank Cashflow 360 (a Bill.com product) to perform most aspects required of the position.

SPECIFIC RESPONSIBILITIES:

- Maintain all aspects of the General Ledger using MIP accounting software under the direction of the CFO
- Create and enter accounting entries to record all revenue and expense transactions
- Maintain bank accounts and ledgers for all financial accounts and assets
- Make accruals and perform reconciliations to external sources for key revenue accounts to ensure that General Ledger accurately reflects the financial position of the company
- Handle all monthly and year-end close processes; produce financial reports and complete account reconciliations in a timely manner
- Handle processing of Accounts Payable with review of proper approvals, W-9 information, and accurate GL coding; ensure that AP process controls are adequate and strictly followed and all invoices are paid timely and accurately
- Work with key vendors and Department Directors to ensure timely invoicing, account payment, and accurate GL coding; pro-actively address and resolve any account issues with vendors and ensure correct ACH information is obtained in advance of payment
- Make bank deposits on a regular basis and transfer funds between company accounts as needed or directed
- Serve as primary systems administrator for MIP accounting software and act as point person for the General Ledger account structure and all reporting processes
- Work with Directors to ensure thorough understanding of department revenue and expenses against expectations; pro-actively address monthly reporting questions with Directors to facilitate two-way understanding of financial expectations for department
- Handle booking and tracking of Pledge Receivables and assist in payment projections for outstanding pledges for cash flow forecasting
- Document and record company credit card transactions and ensure timely approvals and clearings on a monthly basis
- Maintain current W-9s for all vendors and prepare annual 1099 filing each January
- Maintain Fixed Asset records; work with CFO to prepare annual depreciation and write-down GL entries
- Maintain physical and electronic financial files in an organized manner to ensure proper access to documentation and financial records.
- Manage IT inventory through asset tagging system and by working with third party service provider
- Assist CFO with the annual budgeting process and annual audit with external auditors
- Assist CFO as needed with the annual 990 tax return filing
- Understand, abide by and endeavor to strengthen internal control procedures of the organization, offering input on ways to strengthen processes as identified
- Communicate to CFO any issues related to the financial discipline and health of the organization
- Other duties as assigned and needed

ESSENTIAL SKILLS & QUALIFICATIONS:

- 1) Bachelor's degree in accounting or related field; Advanced degree preferred. CPA designation not required but would be a plus.
- 2) Advanced accounting knowledge and skills with broad experience across multiple areas of revenue and expense.
- 3) Advanced Excel and database knowledge is essential.
- 4) Detail oriented and deadline driven with excellent ability to work independently and complete work on designated timelines.
- 5) Inquisitive self-starter who initiates own research, learnings and staff conversations to drive towards improving and streamlining of processes.
- 6) Collaborative demeanor with strong commitment and understanding of their responsibility to the success of the organization through assigned duties.
- 7) A team player who willingly assists in needed tasks beyond the scope of their position to support organizational success.
- 8) Initiative to work directly with Department Directors and other team members to address accounting and cash management issues to strengthen overall processes and workflow.
- 9) Must be highly organized, able to handle multiple tasks, assess and set changing priorities, meet deadlines and work with a wide range of individuals, internal and external.
- 10) Personal integrity and high ethical standards is essential; some flexibility to work nights and weekends during performance season.
- 11) Excellent verbal and written communication skills with the courage and initiative to address issues in a timely manner and suggest and implement solutions to drive towards overall success.
- 12) An interest in and passion for the performing arts is highly desired and previous non-profit experience a definite plus.

We've announced [our 22/23 Season!](#) There's a lot to look forward to.

Performing Arts Houston seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 55 years, we've presented remarkable experiences in Houston's theaters and venues. It's a good time to join our team—we're just getting started.

How to Apply:

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Applications will be accepted through email to employment@performingartshouston.org

Potential employees must pass a background check and provide proof of COVID vaccination and booster.

Performing Arts Houston Provides:

Excellent benefits package with company-paid medical, dental, disability and life insurance provided to employee after 30-day period. Medical and dental coverage for employee's family members is available through company policies at the employee's expense.

403(B) Plan with employer matching credits beginning after 1 year of service.

Parking in Theater District parking provided by company.