



## Position Description

**Title:** Accounting Associate

**Department:** Finance & Administration

**Location:** Santa Barbara, CA

**Status:** Full-time, Non-Exempt

**Dates:** Open until filled

### Position Summary:

The Music Academy of the West seeks a motivated Accounting Associate to join the Finance & Administration team. Primary responsibilities include managing accounts payable and accounts receivable, as well as providing other financial and administrative support for all departments. The ideal candidate has excellent attention-to-detail, financial accuracy, and strong customer service towards colleagues, vendors, and other constituents. This position includes essential job functions which require on-site office attendance.

### Position Responsibilities:

#### Accounts Payable

- Serve as point person for vendors and staff to manage accounts payable cycle. Enter invoices into accounting system, ensure appropriate account code and authorization, match packing slips to invoices, generate payables reports, prepare and mail checks, file paid invoices.
- Prepare year end 1099s and other state and federal reporting.
- Administer the company credit card, process and manage users, reconcile statements, issue ACH payments.
- Prepare sales tax payments and file quarterly returns.
- Post A/P batches to the general ledger.
- Maintain established AP procedures and seek out process improvements.

#### Accounts Receivable

- Interact with clients and staff to manage accounts receivable cycle, from creating invoices to tracking payments received.
- Record cash receipts, reconcile contributions with donor management software, prepare and record bank deposits.
- Post A/R batches to the general ledger.
- Maintain established AR procedures and seek out process improvements.

#### Monthly & Annual Close

- Prepare journal entries for review and input into accounting system.
- Perform sub ledger to general ledger reconciliations.

- Distribute monthly financial reports to budget managers for review.
- Assist in monthly fiscal close activities.
- Assist in annual audit.

#### **Administration**

- Assist the department with phone coverage, mail processing, and other administrative tasks.

Other duties may be assigned.

#### **Candidate Profile:**

The Music Academy of the West values diverse colleagues who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The successful candidate will demonstrate some, if not all:

- 1-2 years of general accounting experience including accounts payable, accounts receivable, and/or general ledger journal entry processing.
- Excellent attention to detail and financial accuracy.
- Proven ability to provide quality customer service.
- Excellent time management and organizational skills.
- Critical thinking and problem-solving skills.
- Superb written and verbal communication skills.
- Experience with accounting software applications; nonprofit fund accounting or Blackbaud/Financial Edge is a plus.
- Experience with donor management, ticketing, or other payment platform software programs is a plus.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint), Adobe, DocuSign, and Zoom
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules.
- Education and/or experience equivalent to a bachelor's degree in a related field such as accounting, business administration, or finance.
- An interest in classical music and commitment to non-profit arts organizations.

#### **Benefits and Compensation:**

Hourly rate is competitive and commensurate with experience and qualifications. We provide a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave, and a 403(b) plan.

**Application Process:**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the Subject Header **MAW Accounting Associate**. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy of the West is an equal opportunity employer. We aim to create a diverse and inclusive work environment and value each employee's unique experiences and perspectives.

**About Music Academy of the West:**

Music Academy of the West is a performance-based training center and incubator that empowers musicians to positively impact society. The Academy welcomes everyone from across all generations, cultures, and backgrounds to experience the transformative power of music. Based in Santa Barbara, California, the Academy presents the preeminent full-scholarship Summer School and Festival for classically trained fellows ages 18 to 34. They study and perform with more than 50 exceptional faculty and teaching artists, while forging close connections with the community. The Academy's commitment to long-term collaborations and exchanges with leading orchestras and opera companies results in unparalleled mentorship and career-advancing prospects. The Innovation Institute explores entrepreneurship and envisions classical music's future in seminars, residencies, and the Alumni Enterprise Awards, substantial grants given annually for a wide range of creative projects. Launched in 2018, *Sing!*, a free, after-school choral program for local elementary students inspires personal growth and expression. For more information, please visit [musicacademy.org](http://musicacademy.org).