



Staff Accountant

Reports to:	Controller
Classification:	Full-time (non-exempt)
Work Schedule:	Monday–Friday, 9am–5pm (<i>early mornings, evenings and weekends as needed</i>)
Salary Range:	\$55,000 – \$75,000 (<i>Salary based on education and experience</i>)
Location:	Administrative office at 4875 Ward Road, Wheat Ridge, CO (<i>hybrid remote</i>) (some commuting to Central City during the festival and other events as needed)

POSITION SUMMARY:

Central City Opera (CCO) is seeking a Staff Accountant to support the Controller and Director of HR's role and responsibilities. The Staff Accountant is responsible for advancing the mission of CCO by supporting accounting and HR functions of the organization. This position will be responsible for the successful and timely completion of duties assigned by the Controller. The Staff Accountant is expected to maintain absolute confidentiality regarding CCO business affairs.

The Staff Accountant will perform a variety of accounting, bookkeeping, and administrative duties as assigned including, but not limited to, accounts payable, accounts receivable, invoicing, payment posting, payroll, and general ledger activities. This position will be familiar with and follow established internal controls and company policies and procedures.

RESPONSIBILITIES INCLUDE:

- ◆ Perform accounting functions pertaining to Accounts Receivable (AR) and Accounts Payable (AP) ensuring the accuracy and integrity of all financial transactions in accordance with GAAP
 - Data entry, coding, and approvals for bills and expenditures
 - New vendor account set up
 - Weekly bill payment processing
 - Verify monthly bill posting and payments
 - Data entry and coding for AR (pledges, payments received, deposits)
 - Maintain vendor and customer files
 - ◆ Assist with monthly reconciliations and the preparation of monthly financial reports
 - ◆ Assist with Payroll processing
 - ◆ File and Pay quarterly Sales Tax Reports
 - ◆ Assist the Controller and Director of HR with preparation of external annual audit by gathering necessary account information and documents
 - ◆ Assist with preparation and completion of annual processes and reports including budgeting, payroll, SCFD qualification reporting, 1099s, and the Opera America Survey
 - ◆ Accurately file digital and/or paper documents to maintain historical financial records
-

- ◆ Maintain daily internal and external email correspondence
- ◆ Other duties as assigned

QUALIFICATIONS:

- ◆ A minimum of 3 years of accounting experience
- ◆ Certification or degrees in Finance, Accounting, or Business preferred
- ◆ Knowledge of Non-Profit Accounting Practices
- ◆ Experience with QuickBooks
- ◆ Strong computer skills, including Microsoft Office products (Outlook, Word, Excel)
- ◆ Database experience
- ◆ Efficient and courteous customer service skills through phone, email, and in-person service
- ◆ Ability to type and perform computer data entry functions in a timely and accurate manner
- ◆ Outstanding interpersonal verbal communications skills
- ◆ Attention to detail, analytical skills and problem-solving abilities
- ◆ Professional, positive attitude with the ability to work cooperatively with a broad range of individuals

Skills and Abilities:

- ◆ Patron-centric and customer service focused
- ◆ Detail-oriented and able to handle several tasks simultaneously
- ◆ Strong organizational and analytical skills
- ◆ Outstanding interpersonal skills with the ability to function in a collaborative environment while also working independently
- ◆ Must be amenable to fluctuating work schedules during busy periods, including the summer festival
- ◆ Evening and weekend work and driving to Central City and other event locations required
- ◆ Bi-lingual candidates encouraged
- ◆ Ability to lift 30 lbs
- ◆ Valid Driver's License

BENEFITS

- ◆ A comprehensive benefits package including medical, dental, and vision coverage
- ◆ 100% paid life insurance and long-term disability insurance
- ◆ Paid time-off for flexible personal use and holidays
- ◆ 403(b) Retirement Plan with immediate eligibility to contribute

HOW TO APPLY:

Please send your resume, a cover letter and an example of your work to hr@centralityopera.org.

EQUAL EMPLOYMENT OPPORTUNITY

It is and will continue to be the policy of Central City Opera that all persons are entitled to equal employment opportunity based on their individual qualifications, performance, and potential without regard for their race, color, sex, gender, marital status, sexual orientation, pregnancy, religion, age, national origin, ancestry, disability (physical, mental or sensory), medical condition, veteran status or genetic information, as required by state and federal law.