I. TITLE: Accounting Associate

DEPARTMENT: Finance & Administration
GRADE: Full Time
SALARY: $45,000
FLSA: Exempt

II. POSITION SUMMARY: The primary objective of this position is to assist with the accounting functions of the organization.

III. ESSENTIAL FUNCTIONS:
All work is performed with a direct reflection of the mission and values of the organization

- Accounts Receivable
  o Record all sources of revenue into General Ledger
  o Deposit cash and checks to bank
- Account Reconciliation
  o Reconcile bank and credit card accounts
- Accounts Payable
  o Assist A/P clerk preparing weekly check runs as needed
  o Track invoices for correct account coding for General Ledger
- Financial Reporting & Budgeting
  o Prepare monthly cash flow reports
  o Assist in the preparation of monthly financial statements
  o Assist with annual budget preparation
- Audit
  o Assist with preparations of reports for annual audit

IV. OTHER ACCOUNTABILITIES:
- Payroll processing and reconciliation as back up for Human Resources
- Other duties as assigned

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:
- Assist at Ballet Austin functions, events, performances. Requires some evening and weekend participation.

VI. EDUCATION AND EXPERIENCE:
- Minimum qualifications
  o Bachelor’s degree or equivalent experience in related field
  o Accounting experience or educational equivalent
  o Working knowledge of Microsoft Office applications, especially Excel
  o Dependable, organized, and detail-oriented
- Preferred qualifications
  o Working knowledge of QuickBooks or comparable accounting software
VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

Collaboration
Effective Communicator
Customer Focused
Values Differences
Resourcefulness
Situational Adaptability
Instills Trust

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Controller
- Supports: Entire organization
- Peer collaboration/communicates with: BA Independent Accountants

TO APPLY
Please email cover letter, resume, to emily.mclaughlin@balletaustin.org

BACKGROUND SEARCH REQUIRED BACKGROUND SEARCH REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin’s commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.