

# Senior Accounting Manager

**DEPARTMENT:** Finance

**CLASSIFICATION:** Full-time, Exempt w/benefits

**REPORTS TO:** Director of Finance

## JOB DESCRIPTION

The Senior Accounting Manager will manage a set of accounting activities to ensure compliance with generally accepted accounting principles, corporate policies and external audits. This person will manage the monthly closing of accounts and preparation of reports in support of the financial statements.

The Senior Accounting Manager will report to and work closely with the Director of Finance and others in the organization in analysis and reconciliation of accounts, preparation of financial reports used by management for decision making and in development and implementation of accounting policies, procedures and controls. This position will also be involved with year-end audit and preparation of annual tax return. Perform any other duties as assigned.

## ESSENTIAL JOB DUTIES

- Manage the monthly financial close process, including ensuring all revenue and expenses are properly recorded, reviewing journal entries, account balance reconciliations and report preparation.
- Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes.
- Participate in strategic financial projects such as annual budget process and long-range planning.
- Ensure compliance with internal control policies
- Collaborate with external auditors to ensure successful audit results and compliance
- Interact at all levels and with budget directors or other stakeholders to produce timely, efficient and accurate month-end close and all internal management and financial reporting through annual report.
- Responsible for hierarchy and scalability in chart of accounts and accuracy in the general ledger and financial statements.
- Analyze the effect of statutory accounting practices and studies regulations and guidance to ensure correct application of Generally Accepted Accounting Principles.

- Prepare detailed journal entries and account analyses.
- Prepare summary feedback of financial statements variances to budget.

## **ADDITIONAL JOB DUTIES**

- Continued focus on improving system efficiencies and business practices
- Make recommendations for changes as needed and ensure that company policies and procedures are understood and followed by staff.
- Assist with compilation of information for preparation of tax returns
- Actively review and advise on financial/accounting processes
- Special projects as assigned.

## **REQUIREMENTS & PROFICIENCIES**

Incumbent possesses leadership capabilities, solid operational and technical accounting background and works proactively to drive results. This person is a self-starter, flexible, has a high level of integrity and is action and goal-oriented in a fast-paced, team-oriented, collaborative environment.

- Accuracy
- Timeliness
- Attention to Detail
- Multitask
- Excellent Verbal and Written Communication
- Team Player
- Leadership
- Collaboration
- Experience managing staff and client relationships

## **EDUCATION, WORK EXPERIENCE AND SKILLS**

- Minimum B.A. in Accounting and CPA required.
- 10+ years previous accounting experience including some supervisory experience.
- Not-for-profit work experience
- Proficiency in Microsoft products. Experience with Financial Edge software system a plus.

## **SUPERVISOR DUTIES**

This position does not have supervisory responsibilities at this time.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

### **INCLUSIVE STATEMENT**

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration

### **NON-DISCRIMINATION STATEMENT**

The La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.