Summary
Performs various professional accounting duties including developing, implementing and maintaining accounting systems, policies and procedures; compiling, analyzing and reporting accounting data for management reports and decision making purposes, maintenance and analysis of accounting records, preparation of accounting schedules. Participates in the maintenance and development of ERP system policies, procedures and security; and interfaces regularly with other LBC staff and management to insure that certain accounting and system needs of the organization are met. Works directly with the Director of Finance in the preparation of monthly and year-end financial reporting, budgets and forecasts.

Primary Responsibilities include the following; other duties may be assigned.

- Oversees the processing of all cash receipts and related transactions including assuring that all transactions have properly interfaced and are reconciled within all systems (Tessitura, Paychex, GL) and departments
- Supervise and participate in the processing and receipts of all accounts receivable transactions including the reconciliation of all rental contracts and the proper processing of pledges. Includes maintenance of the aging of accounts receivable and collectability.
- Responsible for the maintenance of general and subsidiary ledgers for cash receipts, rentals, inventory, prepaid, and deferral accounts.
- Preparation of the operating account bank reconciliation and a review for propriety of all incoming cash transactions.
- Participate in the preparation, maintenance and analysis of accounting schedules and financial statements for management and committee reports.
- Oversee and verify the proper calculation and payment of sales tax, and payroll and related taxes in accordance with government requirements.
- Responsible for the proper processing, accounting and reporting for all payroll and other employee related transactions including tax withholdings, health benefits, union requirements, vacation and related accruals, HSA and 401k contributions and disbursements, garnishments, unemployment trust, and Cobra.
- Maintain knowledge of all labor and related laws as they pertain to payroll and related transactions and insure that systems and reporting are in compliance with such laws
- Compile and submit performance data for major salary and related surveys
- Participate in the preparation of the annual budget and the monthly forecasts
- Prepare journal entries and reconcile general ledger accounts
- Ensure compliance with generally accepted accounting principles and the organization’s policies, procedures, and contracts.
- Supervise the Accounting Associate and the Payroll and Accounting Specialist

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or Experience
Bachelor's Degree (B.A. or B.S.) preferably in Business and/or Accounting with completion of accounting courses and minimum of five years related accounting experience.

Computer Skills
To perform this job successfully, an individual should have knowledge of Microsoft Dynamics GP accounting software (Great Plains); Tessitura, Microsoft Excel and Word, Internet Research.

Other Skills and Abilities
- Strong and precise attention to detail and follow through
- Excellent verbal and written communication skills.
- Strong multi-tasking skills
- Ability to deal with last-minute deadlines
- Motivated self-starter
- Team player
- Strong organizational skills
- Ability to both take direction and be proactive
- Professional demeanor towards clients and co-workers
- Ability to maintain flexibility in schedule
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of the job. Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer.