

Position Description
Moravian Music Foundation
Financial Accounting Associate

This position reports directly to the Executive Director and will communicate as appropriate with the Treasurer of the MMF Board of Trustees.

In addition to a generous salary, employment with the MMF includes health, dental, vision, and short-term disability insurance; TIAA retirement contributions after 1 year; 2 weeks paid vacation; and 12 additional paid days off as sick leave or personal time.

Responsibilities

- Maintain records of financial transactions by posting and verifying
- Define bookkeeping policies and procedures
- Develop systems to account for financial transactions by establishing a chart of accounts
- Maintain subsidiary accounts by posting, verifying and allocating transactions
- Reconcile entries to balance subsidiary accounts
- Maintain a balanced general ledger
- Prepare a trial balance for Treasurer and accountants
- Prepare financial reports by collecting, analyzing and summarizing accounting information for Treasurer and Finance Committee on a regular basis and when requested by either entity
- Prepare a bi-annual financial report with the Treasurer and Chair of the Finance Committee to be presented to the full Board of Trustees at the Spring and Fall Board of Trustees Meetings.
- Ensure compliance with federal, state, and local legal requirements for a non-profit 501(C)(3) organization
- Monitor for variances from the projected budget approved by the Board of Trustees
- Advise the Executive Director on compliance needs
- Assist the Treasurer and Executive Director in financial activities such as running the payroll using ADP system, generating invoices, and maintaining donor records
- Attend meetings with the Financial Committee, the Executive Director, the Board President, and/or the Executive Committee of the Board as requested
- Maintain all receipts and invoices generated by the Executive Director and Director in the course of their assigned duties
- Submit requisitions to the Treasurer
- Conduct various office duties as assigned by the Executive Director
- Assist with MMF special events and outreach as needed

Required Skills

- Strong inter-personal skills and ability to work well with others
- Strong written and verbal communication skills
- Basic accounting knowledge, including the ability to apply industry benchmarks in accounting best practices for a non-profit organization
- Expertise in software such as Microsoft Office Tools, including Excel or comparable spreadsheets, Quick Books and ADP for payroll
- Establishing accounts and maintaining a general ledger
- Data entry
- Ability to apply basic accounting principles
- Ability to maintain confidentiality
- Organizational skills with attention to detail
- Occasional nights or weekends may be required with equal comp-time given

Required Qualifications

- Bachelor's degree in accounting, business, finance or related field
- Experience in office work or bookkeeping for a non-profit or other similar organization

Position available March 1, 2023. To apply please send your resume, 4 references, and letter of interest via email to Dr. Bruce Earnest, Executive Director, Moravian Music Foundation at bruce@moravianmusic.org. Search committee members will begin viewing materials immediately.