



SENIOR STAFF ACCOUNTANT

The Dallas Symphony has a unique full-time opportunity for an accounting professional to join our team as a Senior Staff Accountant. The Senior Staff Accountant is primarily responsible for monitoring organizational cash position, performing month-end close for the organization, providing financial analysis, reconciliations, and research for the DSO and its patrons.

Specific duties include performing monthly reconciliations of bank/credit card and general ledger accounts and making the appropriate journal entries; preparing the IRS 990 tax returns for the Association, the Foundation, the Store, and Community Outreach by organizing financial reports and creating additional reports and spreadsheets; monitoring inventory and financial activity related to the Symphony Store by participating in annual inventory count, performing ongoing inventory sales margin analysis; updating daily store transaction worksheets; preparing monthly revenue and cost of goods sold journal entries, and assisting with finance-related questions from store manager; tracking and maintaining a daily log of credit card charges for confirmation of charges in preparation of the credit card account reconciliation; and interfacing with credit card companies and various departments regarding disputed charges and investigating improperly processed charges.

Additionally, the Senior Staff Accountant will prepare internal memoranda related to donor stock sales and make appropriate journal entries to record the sale gain/loss on the transaction, broker commissions, and cash received; update daily general fund cash balance worksheets with all deposits, wires, payroll transfers and check runs, and report the availability of cash flow; organize and prepare financial reports and documentation to be used by auditors; respond to Dallas Symphony Orchestra League (DSOL) volunteer questions and concerns about financial matters in addition to instructing them on issues relating to the financial aspects of their projects and reconciling all DSOL accounts; and assist Controller and CFO with special projects and questions.

The qualified candidate will have a BA in Finance or a related field, along with a minimum of five years of relevant professional experience. The ability to problem-solve and apply logic to situations is vital in this position.

To apply, please submit your resume, cover letter, and salary requirements to recruiter@dalsym.com.

Please note: COVID vaccination will be mandated effective August 1 for all DSO employees. **The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. EOE- Equal Opportunity Employer**