



SPOLETO FESTIVAL USA

Accounting Manager Spoleto Festival USA

Spoleto Festival USA seeks a full-time year-round accounting professional to manage day-to-day function of accounting office in a creative, vibrant, fast-paced atmosphere. Responsibilities include weekly seasonal and bi-weekly year-round payroll, accounts payable and receivable, cash receipts, purchase orders, bank reconciliations, monthly and year-end journal entries and statements, compilation of annual financial statements, and preparation of workpapers for annual independent audit.

Duties also include various human resource functions such as employee on-boarding, benefits enrollment, and insurance audits. Other duties may be assigned as needed. The Accounting Manager supervises one or more college interns and reports directly to the Director of Finance. During the production and run of the Festival (April - June), some evenings and weekends will be required.

This is a full-time, year-round, salaried position. Competitive benefits package includes vacation and medical leave, participation in group health insurance, dental, vision, 401k, and life insurance plans.

Qualifications:

A minimum of a Bachelors' degree with a major or emphasis in accounting and three or more years of accounting experience is required. Preference is given to candidates with non-profit experience and experience or enthusiasm in the performing arts. Advanced knowledge of Microsoft Excel is required. Experience with Financial Edge and/or Tessitura is a plus. Excellent verbal and written communication skills and the ability to write clear instructions and explanations is required.

About Spoleto Festival USA:

Spoleto Festival is a world-class, 17-day, multi-disciplinary performing arts festival held annually in Charleston, South Carolina in May and June. With over 40 years of operation in Charleston, the Festival engages over 300 seasonal employees and contractors during peak activity and operates within an approximate \$8-9 million budget. The Festival is a 501c3 organization and is supported primarily by charitable contributions and ticket sales.

Applicants should send a resume and cover letter to finance@spoletousa.org.