



SPOLETO FESTIVAL USA

14 George Street, Charleston, SC 29401-1524
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ACCOUNTING ASSISTANT AND MURRAY CENTER MANAGER

SUMMARY: Spoleto Festival USA seeks an **Accounting Assistant and Murray Center Manager** to assist in all aspects of the Finance department and property management needs of the administrative offices. This position is responsible for assisting with accounts payable, accounts receivable, petty cash, account reconciliations, and payroll processing. Other duties include general administrative support, occasional support of other departments, and may include coordinating facility maintenance and rentals.

DUTIES AND RESPONSIBILITIES: Assist in all aspects of accounting functions through the use of Financial Edge accounting software, Paylocity payroll software, and Tessitura database software. Responsible for accounts payable processing, including purchase order tracking, invoice entry and generating disbursements. Assist with accounts receivable, including invoicing, payment receipt, and account reconciliations. Responsible for bank, credit card, and other account reconciliations. Manage petty cash disbursement and reconciliation.

Provides support of the payroll process, including time entry and employee profile maintenance through the web based Paylocity payroll system. Assists in the tracking of human resource components such as onboarding and benefit paperwork, as well as security equipment (key cards, keys, etc).

Performs administrative duties in support of the finance office (copying, filing, making labels, printing letters, stuffing envelopes, etc.) with occasional support of other departments. May also be responsible for contributing to special projects.

Responsible for contracting and scheduling routine and unexpected repairs and maintenance to the Murray Center Building at 14 George Street. This may include stewardship duties during events held at the Murray Center after hours, for which compensation is provided.

This position reports directly to the Accounting Manager and the Director of Finance. This position is FULL TIME with benefits.

QUALIFICATIONS AND REQUIRED SKILLS: Familiarity with the Microsoft Office Suite. Must have strong excel skills and a solid foundation in financial accounting; payroll and non-profit classes are a definite plus. Have a clear understanding of the accounting cycle and experience entering transactions into financial software. Ability to manage multiple projects, establish priorities, and plan and execute work independently. Experience with nonprofit and/or the performing arts a plus. Willingness and ability to work evenings and weekends seasonally as needed.

TO APPLY: Please submit resume and cover letter to finance@spoletousa.org. No phone calls, please.