



## Accounting Manager

Spoleto Festival USA was founded in 1977 and is based in historic downtown Charleston, South Carolina. Over 17 days and nights in May and June, the Festival presents and produces over 120 performances of opera, theater, dance, and chamber, symphonic, choral, and jazz music, and is internationally recognized as America's premier performing arts festival.

With over 40 years of operation in Charleston, the Festival engages over 300 seasonal employees as members of its orchestra, chorus, production, box office, and administration teams as well as various performing artists and companies.

Spoleto Festival USA is a 501(c)(3) charitable organization and is supported primarily by charitable contributions and ticket sales.

### **Job Description**

The Accounting Manager is responsible for the Festival's financial accounting and human resources functions to support an approximate \$9-10 million operating budget, three facilities, a permanent staff structure of 26 full-time employees, and over 300 seasonal employees.

The Accounting Manager reports directly to the Controller and works closely with the Chief Financial Officer. The Accounting Manager directly supervises the Accounting Assistant and any apprentices, interns or supplemental seasonal accounting staff.

The Festival currently uses Financial Edge (FE NXT) fund accounting software, the Paylocity payroll system, and Tessitura fundraising, ticketing, and customer relationship management software.

### **Key Functions**

- Enter, manage, track, and/or approve all accounts payable and expense transactions including corporate credit card transactions, invoices, vendor contracts, artist and creative (independent contractor) contracts in FE NXT accounting system
- Oversee and manage all aspects of human resources processes including onboarding/off-boarding, bi-weekly and weekly payroll, and staff benefits
- Enter, manage, track, and/or approve in FE NXT journals:
  - Daily revenue receipts from Tessitura CRM (ticket sales, contributed, and other earned income)
  - Weekly and Bi-weekly payroll batches
  - Other periodic journal entries
- Manage weekly vendor payment run including checks, EFTs, wires, and foreign currency payments
- Responsible for monthly and year-end journal entries and allocations
- Prepare monthly reconciliations for cash and credit card accounts

- Prepare end of month close including investment reconciliations, fixed asset and depreciation adjustments, and other balance sheet detail
- Assist non-accounting users with expense management reporting and coding
- Develop and implement organizational financial policy and best practices
- In conjunction with CFO and Controller, assist with insurance audits and the preparation of workpapers for annual independent audit
- Review and oversight of annual issuance of 1099s, 1042s, and W-2s

### Experience and Requirements

- 4-7 years of experience in accounting including:
  - High volume accounts payable
  - Payroll 100+ employee environment
- Bachelor's or Associate's degree in Accounting or Finance
- Advanced knowledge of Microsoft Excel
- Proficiency in Microsoft Office, including Teams as communications platform
- Experience with Financial Edge FE NXT and/or Paylocity is a plus
- Excellent verbal and written communication skills
- Experience in the fields of performing arts and not-for-profit organizations is considered an asset
- Experience in a high-volume seasonal personnel environment is considered an asset
- Works independently with limited supervision
- Some limited seasonal weekend or evening work may be required
- Ability to pass and maintain a clear background check
- Ability to document full vaccination (including booster) against COVID-19

**Compensation:** Spoleto Festival USA offers a competitive salary and benefits package including vacation and medical leave, seasonal remote work flexibility, on-site parking, participation in group health insurance, dental, vision, 401k and life insurance plans. The salary range for this position is \$45,000-\$55,000.

**To apply:** Please submit a resume and cover letter to [finance@spoletousa.org](mailto:finance@spoletousa.org).

**Equal Employment Opportunity:** Spoleto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.

**COVID Vaccination Requirement:** Spoleto Festival USA requires all staff and participants to be fully vaccinated, including a booster for those who are eligible, against COVID-19 prior to accepting an offer of employment. Applicants acknowledge that they are fully vaccinated and are willing to: provide proof of vaccination upon request, maintain vaccination as recommended by public health authorities, and submit to testing and other health protocols as may be required now or in the future. Continued employment is conditional on these requirements.