

## About Spoleto Festival USA

For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches, and outdoor spaces with performances by renowned artists as well as emerging performers in:



Now approaching its 46th season, **Spoleto Festival USA is internationally recognized as America's premier performing arts festival.** Spoleto Festival USA is a 501(c)(3) charitable organization.

## Our Mission

The Festival's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unusual performance opportunities for established artists. The Festival is proud to provide young performers the opportunity to work with master artists, conductors, directors, designers, and performers. Illustrious artists who performed early in their careers at Spoleto Festival USA include Renée Fleming, Emanuel Ax, Joshua Bell, Yo-Yo Ma, and Jean-Yves Thibaudet. Each season, the Festival employs more than 500 full-time, part-time, and seasonal staffers, including 80 musicians for the Spoleto Festival USA Orchestra and 60 apprentices in arts administration and production.



*"It will not be like most Festivals... but a unique and fertile ground for the young, and a dignified home for the masters."* — Gian Carlo Menotti on his founding vision for Spoleto Festival USA in 1977

## Our Story

**Spoleto Festival USA was founded in 1977** by Pulitzer Prize-winning composer Gian Carlo Menotti, who sought to create an American counterpart to the annual Festival of Two Worlds in Spoleto, Italy, that he founded in 1958. Looking for a city that would provide the charm of Spoleto as well as its wealth of theaters, churches and other performance spaces, Menotti selected Charleston as the ideal location. The inaugural season was held in 1977.

Spoleto has also served as a catalyst for cultural change in Charleston, aiding in the city's flourishing as a top destination. Together with the city and community leaders, Spoleto has spearheaded the renovations of numerous performance spaces: Festival Hall (formerly Memminger Auditorium), Dock Street Theatre, College of Charleston Sottile Theatre, and the Charleston Gaillard Center. In a typical season, **Spoleto mounts 150 performances in more than 10 venues.** The Festival also produces its own operas, specializing in rarely performed masterpieces by well-known composers, American premieres, and traditional works presented in new ways. In its 45-year history, the Festival has produced and/or presented more than 20 opera, dance, and theater world premieres.



## Staff Accountant Position Profile



### Position Summary

The Staff Accountant is responsible for the Festival's financial accounting and human resources functions to support an approximate \$9-10M operating budget, three facilities, a permanent staff structure of 26 full-time employees, and over 300 seasonal employees. The Staff Accountant reports directly to the Controller and works closely with the Chief Financial Officer. The Staff Accountant 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.

**Reports to:** Controller

**Location:** Charleston, SC

### Key Responsibilities:

- 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

### Qualifications for Consideration

#### Education, Experience and Skills Required:

- 1-3 years of experience in accounting including accounts payable and payroll.
- 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

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

## Staff Accountant Position Profile



orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.

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.

### Compensation

Spoleto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$45,000-60,000. The salary offered will be commensurate with the selected candidate's experience and qualifications. Benefits include health, dental, vision, life insurance, short and long-term disability, vacation and sick leave, paid holidays, and a matching 401(k) plan. Relocation assistance is available for candidates relocating to the area.

### To Apply

Interested candidates should submit a resume and email of interest to the team at Find Great People at [spoleto@fgp.com](mailto:spoleto@fgp.com). Questions related to this position should be directed to Christin Mack at [cmack@fgp.com](mailto:cmack@fgp.com) or Jordan Harwood

## Staff Accountant Position Profile

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### About Charleston, SC

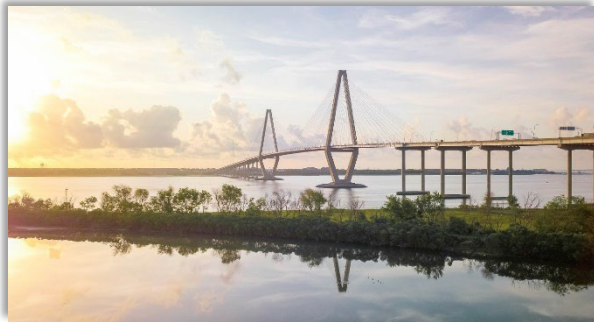
Charleston, SC is the region's star city and one of the South's most appealing destinations. With its cobblestone streets, incredible historic buildings, world-class restaurants and miles of beautiful beaches, hundreds of new residents are moving to Charleston, S.C.— and for very good reason. Charleston has been named **Travel & Leisure's top city in the entire U.S. for many years in a row**. It has also been named the top city by the readers of Conde Nast Traveler.



In Charleston, Southern hospitality is a way of life—in fact, the city has been ranked **one of the friendliest cities in the U.S.** Don't be surprised if strangers go out of their way to help you. Smiling as you pass by or striking up a friendly conversation is just a normal part of living down in the South.

If you're a history junkie, get ready as Charleston is considered an historical sanctuary. As the oldest city in South Carolina, Charleston has retained some of the most fascinating aspects of its history dating back to before the Civil War. Some of the best places to visit include The Battery, Charles Towne Landing, The SC Historical Society Museum, The Charleston Museum, The Old Exchange & Provost Dungeon, Fort Sumter, and Fort Moultrie.

Charleston has what many would consider perfect weather. For most of winter, the temperatures usually don't drop below the 50s. Summers can get pretty hot, but thankfully, the city is surrounded on three sides by water. There are three beaches within a 20-minute drive from downtown, offering plenty of opportunities to cool down: Sullivan's Island, Isle of Palms, and Folly Beach. Enjoy boating, golfing, kayaking, paddle boarding, fishing, or simply soaking up some sun.



Charleston is also a great place to raise a family as it offers impressive schools, moderate cost of living, and a flourishing economy. Home to the second largest school district in SC and very prominent colleges and universities such as Medical University of South Carolina (MUSC), College of Charleston, The Citadel (one of the most prestigious military colleges in the country), and Charleston Southern. Charleston is also home to Academic Magnet High School, ranked the #2 best high school in the United States by US News and World Report.

Whether you're wanting to live close to downtown, in the suburbs, or along the beach, Charleston has a real estate offering that's perfect for you. Some of the most popular places to live include Mt. Pleasant, South of Broad, Sullivan's Island, Harleston Village, and James Island.

Charleston's economy has been growing rapidly over the years and can attribute most of its success to the local harbor and companies like Boeing, Volvo, MUSC that continue to add thousands of jobs to the area.



**For information on Charleston, South Carolina, you can also visit:**

<https://www.charlestoncvb.com/>

<https://www.charleston.com/>

<https://www.charleston-sc.gov/1021/Visitors>