

Accounting Specialist

Now in its 49th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto'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 unique performance opportunities for established artists. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2025 Season will take place from May 23 through June 8. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoleto Festival USA seeks a detail-oriented and proactive **Accounting Specialist** to join our finance team. With an operating budget of approximately \$10 million, three facilities, a dedicated full-time staff of 28, and over 300 seasonal employees, this role is crucial in maintaining the financial integrity of our organization.

As an integral part of a small, collaborative team, the Accounting Specialist will manage various financial operations, including accounting, budgeting, and payroll functions. Reporting directly to the Financial Operations Manager and working closely with the CFO, this role is pivotal in processing financial transactions, improving business processes, monitoring revenue and expenses, and ensuring the accuracy and timeliness of financial statements and management reports.

Join us in a role that not only supports the financial backbone of Spoleto Festival USA but also contributes to the vibrant arts community in Charleston. We currently utilize Financial Edge (FE NXT) for fund accounting, Paylocity for payroll, and Tessitura for our fundraising, ticketing, and customer relationship management (CRM) needs.

Position Type: Full-time, exempt, and benefit eligible

Hours: A standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period

Anticipated Start Date: January 6, 2025

Location: Charleston, SC (onsite)

Department: Finance

Reports to: Financial Operations Manager

Responsibilities

- Enter, manage, track, and/or approve in FE NXT accounting system accounts payable and expense transactions including corporate credit card transactions, invoices, vendor contracts, artist and creative (independent contractor) contracts.
- Assist with bi-weekly and weekly payroll including onboarding/off-boarding and recording staff benefit changes.
- 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.
- Assist with weekly vendor payment run including checks, EFTs, wires, and foreign currency payments.
- Daily review of bank portal activity including incoming transactions and notifications.
- Prepare financial reports.
- Manage and monitor the organization's purchasing card program.
- Prepare monthly and year-end journal entries and allocations.
- Prepare monthly reconciliations for bank and credit card accounts.
- Assist non-accounting users with expense management, reporting, and coding.
- Assist with end-of-month close including investment reconciliations, fixed asset, and depreciation adjustments, and other balance sheet details.
- In conjunction with other finance office staff, assist with insurance audits and the preparation of workpapers for the annual independent audit.
- Assist with the review and process of annual issuance of 1099s and W-2s.

Required Qualifications

- Proficiency in Microsoft Office Suite, including advanced knowledge of Excel.
- Basic understanding of accounting and financial statements.
- Excellent verbal and written communication skills.
- Ability to work both independently and collaboratively.
- Great customer service and a positive attitude.
- Impeccable accuracy and attention to detail in both written and numerical tasks.
- Discretion when working with sensitive and confidential donor information and records.
- A collaborative spirit, ready to work across departments, and hands-on in executing a variety of tasks.
- An orientation towards data and efficient system management, coupled with strong organizational skills and the ability to clearly articulate the importance of these systems.
- Superior calendar and time management abilities with the capacity to handle multiple projects simultaneously.
- Must be dependable and provide transparent, accurate information at all times.

Desired Qualifications:

- Bachelor's or Associate's degree in Accounting, Finance, or a related field.
- Experience in a nonprofit organization or in the arts and culture sector is considered an asset.
- Experience with Financial Edge FE NXT and/or Paylocity.
- 1-3 years of experience in accounting, including accounts payable or payroll.

Additional Requirements:

- Position is based in Charleston, SC with the possibility of approved periodic hybrid/remote work. On-site presence is required throughout the Festival period.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required; on-call during Festival period and for emergencies. Ability to work long days, nights, and weekends with a positive attitude.
- Physical requirements include extended periods at a desk with continuous use of a computer and office equipment. The job entails significant focus and visual concentration on screens, frequent communication in various forms, and the occasional need to move around the office and handle light lifting up to 25 pounds. Adaptations to accommodate individual needs are available in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.

Compensation:

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$42,000 - \$52,000. The salary offered will be commensurate with the selected candidate's experience and qualifications.

Full-time Employee Benefits + Perks:

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures)
- Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

To apply: Please send a resume and cover letter to careers@spoletousa.org, with the subject line "Accounting Specialist". No phone calls, please.

Spoletto 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. Spoletto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoletto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.