

ALONZO KING LINES BALLET

Title: Staff Accountant – Part Time
Reports to: Finance Director
Status: Part time: Non-Exempt

Join an internationally-acclaimed arts organization at a pivotal time—its 40th anniversary. [Alonzo King LINES Ballet](#) is part of the cultural fabric of San Francisco and known around the globe for its impact on shaping the future of ballet and dance education. Founded by visionary choreographer Alonzo King, and Robert Rosenwasser, the organization has been recognized for its world-premiere performances featuring unique collaborations and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking. Founded in 1982, the mission of Alonzo King LINES Ballet (AKLB) is to nurture dynamic artistry and the development of authentic, creative expression in dance, through collaboration, performance, and education.

We accomplish our mission by:

- Supporting visionary choreographer Alonzo King in creating works of illuminating beauty and sharing them with audiences around the world.
- Cultivating the gifts of developing dancers through our educational programs.
- Offering outreach activities to a variety of communities, both locally and nationally

Position Summary:

The Staff Accountant has a primary role of entering daily transactions into the accounting system and works closely with the Finance Director. The candidate prepares and posts majority general ledger entries to the accounting system and is responsible for all non-payroll disbursements: check runs, process payments through bill.com and reviewing and entering employees' corporate credit card charges to the accounting system.

The Staff Accountant works closely with the Finance Director on month-end closing. The person creates and distributes monthly financial reports to all departments. The Staff Accountant assists the Finance Director with the year-end audit, annual budgeting and quarterly forecasts. The person assists the Finance Director in ensuring all employees adhere to AKLB finance policies.

RESPONSIBILITIES:

Disbursements

- Review vendor invoices to ensure payments are made timely with terms agreed upon with vendors
- Ensure accurate coding and approval is noted on all bills and check requests before entering into the accounting system
- Process payments through bill.com system after proper approvals
- Track credit card charges, gather receipts, ensure timely bank payment and entry of charges to the general ledger

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- Responsible for all disbursement records including all backup documentation
- Maintain vendor files and W-9's
- Prepare annual 1099's

Deposits/Receivables

- ___ Entering cash receipts (ACH and deposits) into the accounting system
- ___ Running cash transaction reports for tuition and donation receipts (Active, Givebutler, GiveDirect etc.) and entering them into the accounting system

Monthly Accounting

- ___ Performing bank reconciliations
- Preparing account reconciliation schedules (such as Prepaid, Fixed Assets etc.)
- Preparing journal entries (i.e., certain payroll reclassification entries, deferred revenue entries etc.)
- Working closely with the Finance Director to complete month-end closes
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Other projects as needed

QUALIFICATIONS:

- 3+ years of accounting experience
- Experience in Quick Book Online is plus
- Experience in bill.com is plus
- Excellent excel skills
- Excellent communication, both written and oral, and interpersonal skills
- Strong organizational skills and strong collaboration skills
- Strong time management skills and a commitment to meet deadlines
- Exceptional attention to detail
- Strong self-motivation skills

BENEFITS AND SCHEDULE:

- ___ Monday- Friday – 25 hours a week during business hours
- ___ Hybrid work / 3 days in the office and 2 days' work remotely
- ___ Benefits include Vacation and Sick Time, FSA Program
- ___ Compensation - \$25.00 to \$30.00 an hour based on experience

To apply please forward your resume to elizabeth.lopez@linesballet.org with Staff Account in subject line