



**Merit School of Music
Chicago, Illinois**

Full-Time Position Announcement: Staff Accountant

Description

Merit School of Music is seeking a **Staff Accountant** to begin immediately. The Staff Accountant manages the payroll and payable transactions for the organization. This position has responsibilities for maintaining general ledger entries used for monthly and year-end review.

Organization Overview

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 45,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at 50+ locations in neighborhoods across the City. Instruction is offered to over 6,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 100 accomplished faculty members. Merit has an annual operating budget of \$5 million, of which nearly half is supported by contributed revenue.

Mission

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to high-quality music education.

Reporting Relationship

The **Staff Accountant** will report to the **Director of Finance**.

Job Responsibilities

Responsibilities of the **Staff Accountant** include, but are not limited to:

- Manage all aspects of accounts payable: maintain vendors' relationships and files, process checks weekly, resolve all vendors' disputes, and reconcile vendors' accounts.
- Responsible for semi-monthly payroll data entry
- Manage the general ledger accounting system, including GL account structure maintenance
- Overall coordination of billing and accounts receivable process for rentals and off-site instructional contracts
- Prepare month-end close entries
- Reconcile balance sheet accounts monthly, including preparation of reports for review by upper management and the Finance Committee
- Perform monthly Bank Account reconciliations

- Review direct bank account withdraws for proper authority and amount, prepare monthly report
- Monitor Fixed Asset system, and record quarterly depreciation expense
- Monitor corporate credit card transactions for accuracy
- Assist in an integral way for the preparation and completion of the annual audit
- Annual form 1099 preparation, with on-going monitoring of receipt of 1099's from vendors
- Work with Director to assess best practices and maintain documented procedures
- Ensure compliance with accounting deadlines
- Other projects as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Excellent communication skills, both written and verbal, in order to interact with staff, faculty and vendors by telephone, via email, and in person
- Proven organizational, time management and prioritization skills to manage multiple priorities effectively
- Strong analytical, problem solving, creative, and decision-making skills
- Self-motivated; takes initiative
- Able to maintain confidentiality of sensitive information
- Demonstrate solid capability to maintain attention to detail

Educational Requirements

BS/BA in Accounting and 2+ years accounting experience

Compensation

\$20.00 – 22.00/hour based upon qualifications and experience. 30 hours weekly.

Benefits include: Health, Dental, Long-term Disability, Flexible Spending Accounts, Retirement Plan, and Paid time off.

Interested candidates should send résumé to:

hr@meritmusic.org

No phone calls or faxes please.

For more information about Merit School of Music, please visit www.meritmusic.org.

Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.