
Payroll Accountant **Job Description & Posting**

Job Title: Payroll Accountant

FLSA Status: Non-Exempt

Hours/Week: Full-Time, Monday – Friday

Job Summary:

Perform payroll and related accounting activities for 90+ employees of the San Antonio Symphony.

Job Duties & Responsibilities:

- Prepare bi-weekly payroll and record into the accounting system in accordance with generally accepted accounting principles (GAAP) and the collective bargaining agreement (CBA).
- Record and reconcile general ledger accounting system payroll and tax information to outsourced vendor bi-weekly payroll reports, fringe benefit invoices, Form 941 and TWC reports.
- Record journal entries and reconcile accounts as assigned.
- Organize and maintain employee records.
- Process workers compensation claims.
- Execute annual benefit plan renewal.
- Perform cobra benefit administration, workers compensation renewal and workers compensation audit.
- Calculate and report all accrued benefit leave balances (vacation, sick and personal leave).
- Other duties as assigned.

Qualifications & Skills:

- Bachelor degree in Business Administration or Accounting
- 2-4 years of accounting work experience, non-profit experience preferred
- Working knowledge of MS Office, Financial Edge and ADP a plus

The Payroll Accountant is a full time position. The San Antonio Symphony offers a benefit package including 100% paid base health, life and long-term disability insurance, with optional dental/vision and matching 403(b) retirement at 4.6325%.

How to apply:

Qualified applicants should email their resume to Richard Roche, Chief Financial Officer at rocher@sasymphony.org using the subject heading **Payroll Accountant**.

Application Deadline: March 17, 2017

The San Antonio Symphony is an Equal Opportunity Employer.