

SAN ANTONIO SYMPHONY JOB DESCRIPTION

Position Title: Bookkeeper

Date: March 15, 2018

Reports to: Accountant

Status: Non-exempt

Supervises: NA

Job Summary: This position performs all bookkeeping functions of the organization; accounts receivable and payable; prepares and processes payroll; and assists the Chief Executive Officer.

Requirements:

Education: Associates Degree in Accounting

Experience: Two years in an Accounting Department

Skills: Proficient in Microsoft word, excel, outlook, ADP, and Financial Edge.

JOB DUTIES AND RESPONSIBILITIES:

- Bank Deposits – Prepare daily monies received for deposit to bank account.
- Accounts Receivable – Input daily receipts determining correct account and job codes; work with Development and Box Office to resolve discrepancies.
- Accounts Payable – Input invoices verifying account and job codes; process checks for weekly payment.
- Marketing and Box Office cash reports – Reconcile monthly
- Payroll – Process payroll on a bi-weekly schedule.
- Preparation of monthly City of San Antonio DACA Report
- Create and maintain required Financial Department filing system
- Other duties and projects as required and assigned by Supervisor