

OREGON SYMPHONY

JOB DESCRIPTION

Senior Accountant

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	VP AND CHIEF FINANCIAL OFFICER
DIRECT REPORTS:	0
EFFECTIVE/LAST UPDATED:	April 17, 2025

POSITION SUMMARY:

The Senior Accountant plays a vital role in maintaining the financial integrity and operational effectiveness of the Oregon Symphony. This position is responsible for key components of the monthly close and audit processes, cash management, financial reporting, and oversight of restricted funds and fixed assets. The Senior Accountant works closely with the CFO, staff, and external accounting partners to ensure accurate and timely financial information, supporting informed decision-making across the organization. The role also serves as a critical liaison between internal departments and third-party vendors and supports financial systems improvements and organizational compliance efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Financial Reporting, Audit, and Compliance:

- Manage monthly financial close processes in coordination with the CFO and external accounting vendor.
- Prepare audit schedules and documentation; support the annual external audit process.
- Maintain and document accounting policies and procedures.
- Ensure compliance with internal controls, GAAP, and nonprofit accounting standards.
- Support preparation of financial data and reports for board and finance committee meetings.

Cash Management and General Accounting:

- Monitor cash flow and perform day-to-day cash management, including business deposits, stock gift tracking, and check processing
- Support treasury operations including positive pay uploads and bank documentation.

Grant, Budget, and Fund Accounting:

- Track, reconcile, and report on restricted funds in collaboration with the development team.
- Assist with complex invoicing and grant-related reporting.
- Partner with department heads to provide budget support and budget-to-actual analysis.
- Assist with financial forecasting and ad hoc analysis for internal stakeholders.

Financial Systems and Process Improvement:

- Evaluate and help implement financial systems, tools, and process enhancements.
- Recommend and support improvements to accounting workflows and internal controls.
- Train internal staff on new or updated financial procedures and systems.

Vendor and Staff Coordination:

- Liaise with third-party accounting vendor to support journal entries, reconciliations, and schedule preparation.
- Act as the primary point of contact for internal staff seeking accounting guidance or support.
- Monitor the AP inbox, route or process invoices, and code credit card transactions.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or a related field.
- 3–5 years of accounting experience, preferably with at least 2 years in a non-profit setting.
- Proficiency in monthly close procedures and year-end audit preparation.
- Strong understanding of general ledger and journal entry processes.
- Experience with fixed assets and depreciation (preferred).
- Familiarity with restricted fund accounting (preferred).
- High proficiency in Excel and financial analysis tools.
- Strong organizational skills and attention to detail.

ADDITIONAL COMPETENCIES:

- **Professionalism:** Maintains a respectful, tactful approach in all interactions, manages stressful situations with poise, upholds ethical standards, and demonstrates reliability by following through on commitments and maintaining integrity.
- **Collaboration & Communication:** Actively contributes to a team-oriented environment by offering and accepting feedback, listening attentively, participating meaningfully in discussions, and balancing personal and group responsibilities for collective success.
- **Motivation and Initiative:** Displays a proactive mindset with minimal supervision, consistently pursuing growth opportunities, tackling challenges with determination, and showing a readiness to take calculated risks and accept new responsibilities.
- **Dependability:** Demonstrates reliability by being punctual, meeting commitments, and adhering to instructions, ensuring work is completed on schedule and communicating effectively when adjustments are needed.
- **Quality and Quantity of Work:** Strives for accuracy and thoroughness, proactively seeks feedback for continuous improvement, monitors productivity to meet and exceed standards, and maintains a balance between speed and precision in completing tasks.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 2-3 days per week in the office.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.