



Accountant

Milwaukee Ballet's mission is to transform lives and connect communities through inspiring performance, community engagement, education and training. Our employees value Excellence, Innovation, Inclusivity, Respect, Integrity and Accountability.

The **Accountant** reports directly to the Finance Director. They support the financial operations of Milwaukee Ballet Company and its Milwaukee Ballet II program, the School & Academy, Community Engagement, and Development departments. This is a full-time, exempt position with health benefits.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. This is a full-time, exempt position with benefits, reporting directly to the Finance Director.

Job requirements:

Accounts Payable:

- Process Accounts Payable invoices with accuracy and timeliness insuring proper documentation, calculations, approvals, and account coding.
- Create and distribute accounts payable checks including processing EFT payments in a timely manner.
- Monitor vendor statements for past due invoices, resolving vendor billing problems in a timely manner.
- Prepare 1099's on an annual basis, including insuring that proper tax identification numbers and W-9's are on file for vendors.
- Process all expense reports and credit card payments insuring proper documentation in accordance with Ballet policy.
- Establish and update vendor profiles in accounting software system.
- Maintain accounting records and vendor files in an organized electronic manner.

Process Cash:

- Process cash, checks and credit card receipts including preparing bank deposits and maintaining spreadsheets for journalizing deposits to general ledger in an accurate and timely manner.
- Create cash journal entries and accurately enter in the accounting system.
- Reconcile general ledger cash accounts to the bank statements. Follow up on reconciling items as needed.

Month end Closing:

- Prepare various monthly journal entries and account reconciliations including reconciling detail from supporting systems to the general ledger.
- Assist with month-end and year-end general ledger close.
- Collect and distribute financial information as directed by the Finance Director.

Payroll & Human Resources:

- Responsible for bi-weekly payroll processing including timesheet data entry, new employee set up, benefit information monitoring for accuracy, appropriateness, and proper authorization.
- Other duties as assigned include Human Resources and benefits duties. This includes facilitating all new hire on boarding processes.

Other:

- Assist with the annual audit.
- Key role in facilitating the annual 403b audit.
- Following up on worker's compensation claims as needed.
- Serve as financial liaison between finance and the Development department and the School staff. Provide support as needed.
- Key role in facilitating the annual worker's compensation insurance audit.
- Provide financial support as needed for internal management.
- Responsible for monthly sales tax calculation and reporting.
- Create and maintain procedure documentation.
- Sort incoming/outgoing mail.

Required background and technical skills:

- Solid knowledge of accounting practices and principles
- Associate degree in Accounting or comparable experience. Prefer minimum of 3-5 years experience. Experience in a not-for-profit organization is a plus.
- Experience in Accounts payable, Accounts Receivable/Cash, Payroll & General Ledger.
- Trustworthy and able to work independently and take initiative. Able to multi-task.
- Ability to work in multiple on line portals to gather data for general ledger reporting and cash management
- Comfortable with HR and benefits work. Three years or more experience.
- Excellent data entry accuracy and speed, including 10 key calculator proficiency
- Ability to work in a fast-paced environment
- Working knowledge of Outlook, Word, Excel. Knowledge of Abila & Paylocity a plus.
- Willingness to learn new skills
- Must be attentive to detail
- Strong communication and organizational skills

Our ideal candidate will be:

- A **creative individual** who can work as part of a dynamic team in a deadline-driven environment.
- A curious person with an interest and **passion for the arts**.
- Adept at **reprioritizing work** when needed.
- A **confident and enthusiastic ambassador** for Milwaukee Ballet with patrons, donors and partners.

Required values, skills and behaviors:

- **An innovative outlook:** Looks at challenges in new ways and generate creative solutions.
- **Clear communicator:** Composes complete and concise messages with clear expectations.
- **Initiative:** Looks for ways to support and workarounds to enhance outcomes.
- **Attention to detail:** Executes tasks with care.
- **A great sense of humor:** Appreciates the unique qualities of a not-for-profit ballet company; is open to new experiences.

About Milwaukee Ballet Company:

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the stewardship of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs. More at www.milwaukeeballet.org.

How to apply:

Send a cover letter; resume; three references (including two professionals, who will not be contacted without the approval of the candidate) to Mary Rask, Finance Director at careers@milwaukeeballet.org. Materials should be emailed by **December 18, 2020**. Milwaukee Ballet is an Equal Opportunity Employer.