



ACCOUNTING ASSISTANT
NON-EXEMPT, 30 HOURS PER WEEK

The Rhode Island Philharmonic Orchestra & Music School seeks an experienced accountant as **Accounting Assistant**. Established in 1944, the non-profit has redefined the arts organization of the 21st Century, combining the finest regional orchestra in the nation with the most comprehensive education and community engagement programs of any professional orchestra, including one of the largest community music schools in the United States.

SUMMARY

The Accounting Assistant reports to the Director of Finance and performs regular accounting functions that are key to our success. All clerical accounting and bookkeeping duties follow detailed and established procedures and protocols. Advice and leadership are available from the Director of Finance, the leadership team and colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enter invoices and payables into accounting software and investigate discrepancies.
- Obtain appropriate approval of accounts payable invoices.
- Enter deposits daily and sort and process daily mail.
- Create journal entries. Prepare monthly account analysis for various balance sheet accounts.
- Reconcile Development receipts to ensure appropriate classifications.
- Maintain and update Inventory Log.
- Other related projects as requested by the Director of Finance and/or Executive Director.

QUALIFICATIONS

- Associate's Degree or more in Accounting.
- Minimum two years' accounting experience.
- Knowledge of Microsoft Excel spreadsheets, accounting software, ADP's Workforce Now application, and standard bookkeeping practices for non-profits.

ATTRIBUTES

- Attention to detail, adherence to deadlines and ability to prioritize.
- Fast learner and team player with excellent verbal communication.
- Genuine commitment to Rhode Island Philharmonic Orchestra & Music School's mission to enrich and transform Rhode Island and its region through great performances and music education.
- Able to keep sensitive financial data confidential.

WORK CONDITIONS AND ENVIRONMENT

- Office environment and dress typical for a workplace with frequent customer service interaction.
- Manual dexterity needed to operate computer keyboard, mouse, calculator and similar machines.

To Apply: Email your resume with cover letter to drodgers@riphil.org. No phone calls please.

RIPO&MS is an equal opportunity employer dedicated to cultural diversity and equity. We strongly encourage applications from people of color and women. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, protected veteran status, or marital status.