



omaha**community**playhouse

Accountant

Job Title: Accountant
Department: Finance

Reports To: Senior Director of Finance & HR
Exempt salaried position

Scope of Responsibilities:

Responsible for the daily accounting operations, procedures and processes including, but not limited to payroll, audit, data entry, accounts payable, accounts receivable and special projects as assigned. There will be areas of responsibility where confidentiality is to be valued and expected.

Performance Responsibilities:

- Processing, analyzing, reviewing all facets of accounts payable, including, but not limited to data entry, general ledger coding and the resulting payment system with timeliness and accuracy.
- Prepare and balance 1099's on an annual basis.
- Processing, analyzing, reviewing all facets of accounts receivable, including, but not limited to, data entry, general ledger coding and the resulting cash receipts system with timeliness and accuracy.
- Preparing payroll and all related tax issues, per company policy, with timeliness and accuracy. This is a particularly confidential area that must be adhered to with integrity.
- Other general areas include, but are not limited to, preparation of bank reconciliations, donation balancing to the Development database, audit, insurance, contracts, journal entries, review of general ledgers and assistance with budget and financial reports for the various entities that fall under the Omaha Community Playhouse umbrella.
- Assist Senior Director of Finance & HR with IT related issues and projects.
- Manage all OCP fixed assets including the accounting for all additions and deletions in the AssetKeeper software.
- Prepares daily remote deposits.
- Special projects on an as-needed basis as assigned by the Senior Director of Finance & HR and Executive Director.

Minimum Qualifications:

- Four-year accounting degree.
- Minimum of three years accounting experience.
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging.
- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship and community.

Desirable Qualification:

- Non-Profit experience
- Knowledge of Sage accounting software
- Must be well organized, self-motivated and possess ability to prioritize and be accountable for timelines and management of projects.
- Must be able to work in a culturally diverse agency, with regard to both customers and employees.

Salary Range:

\$50,000 to \$62,000