



**Harris Theater Finance Department
Job Description**

Department: Finance	
Job Title: Accounting Coordinator	
Reports to: Chief Financial Officer	
Full-time, onsite	Hours: Monday-Friday 9:00 AM to 5:00 PM, Occasional weekends and evenings

GENERAL DESCRIPTION

The **Accounting Coordinator** is a key team player within Harris Theater’s Finance Department. Reporting to the Chief Financial Officer, the Accounting Coordinator supports administration through accounts payable management, payroll processing, cash receipts, account reconciliation processes, regulatory reporting, and a high level of communication with internal and external constituents.

This position is responsible for processing of payroll on a weekly and semi-monthly basis and the maintenance of all related records. The position is also in charge of weekly accounts payable processing, vendor maintenance and administration of related expenditure approval processes.

The ideal Accounting Coordinator brings a high level of analysis, problem solving skills and a curiosity on how to make systems and processes better for users

DUTIES AND RESPONSIBILITIES

Accounts Payable (“A/P”)

- Oversee receipt and distribution of payable invoices, prioritizing invoices for on-time payment
- Create and maintain vendor profiles in Acumatica Accounting system including acquisition of ACH payment information
- Provide training to staff members responsible for approval of invoice payments
- Responsible for posting credits to open vendor accounts payable accounts
- Identify payment discrepancies on invoices and initiate and complete resolution process
- Process the payment requests on a weekly basis utilizing the ACH process when possible
- Print A/P checks when necessary for signing by the Chief Financial Officer
- Coordinate the distribution of payment checks
- Drive process improvements and document and update standard operating procedures accordingly
- Follow-up on unpaid invoices

Payroll and Benefits

- Setup and maintain employee information profiles in Paylocity payroll system
- Provide training to staff on the use of Paylocity and act as the main staff liaison for all Paylocity users
- Process union and non-union payroll for employees via direct deposit when possible, according to pay schedules, and distribute check stubs and paychecks when necessary
- Support administration of employee benefit deductions and paid time off assignments in Paylocity, as coordinated with Human Resources
- Terminate employee profiles in Paylocity and issue final checks, as coordinated with Human Resources
- Submit 401(k) payments electronically to plan administrator in accordance with pay schedules

Cash Receipts and Other Operating Activities

- Sort and open mail, scan invoices and checks and send to appropriate department contacts
- Deposit checks to bank via mobile phone application

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	<ul style="list-style-type: none"> • File sales tax and amusement tax returns and obtain amusement tax exemptions from Program Manager • Prepare and maintain schedules for annual financial audit, assisting Director of Finance, as needed • Work with Director of Finance on financial reporting projects and special projects, as needed • Provide administrative office support including office supply orders and contact for guest services

EXPECTATIONS AND EXPERIENCE

As a member of the Theater team, the Accounting Coordinator is expected to:

- Uphold the Harris Theater's mission to be a home for music and dance, and embody organizational core values of artistic integrity, collaboration, belonging, and respect
- Be onsite for or attend performances/events as required
- Participate in organizational and regular team meetings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes
- Maintain professional conduct and represent the Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, patrons.

The ideal candidate:

- Have knowledge and experience with Microsoft Office programs, with Excel being the priority
- Have technological capability to quickly learn the Paylocity payroll and Acumatica Accounting systems
- Possess excellent time management skills while providing great attention to detail
- Exhibit good judgment and communication skills in dealing with constituents
- Be proactive in working with departments to meet deadlines for payroll and invoice due dates
- Have outstanding written and oral communication skills

PAY RATE AND INSTRUCTIONS TO APPLY

The salary range for this position is \$40,000-\$45,000 per year, plus benefits package. Please submit cover letter and resume to Finance@harristheaterchicago.org. No phone calls please

The Harris Theater is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, or disability status or any protected characteristic as outlined by federal, state, and local laws.

As of, August 16th, 2021, any new hire of the Harris Theater will be required to be fully vaccinated against COVID-19 and will be required to complete the **Harris Theater COVID-19 Vaccination Disclosure Form** during the initial onboarding with the Director of Human Resources. Medical and Religious Exemption form made available upon request.

This policy is being instated based upon current public health guidance, our need for employees to physically be onsite at the theater and theater office premises to support standard and performance operations, and the current increase of COVID-19 cases within our immediate area along with the unpredictability of the current COVID-19 variant in addition to the potential of other variants.

The Harris Theater reserves the right to evaluate and modify this policy at any time based upon current public health guidance and industry standards.