



Position Announcement/Description
Midland Center for the Arts
Midland, MI

Position Title: Accountant II
Supervisor: CFO
Classification: Full Time; Exempt
Compensation: \$46,000 – \$49,000 annually
Last Updated: August 29, 2024

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begin with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT:

Under the direction from the CFO, the Accountant uses specialized knowledge of generally accepted accounting principles (GAAP) and financial skills to provide timely, accurate, and high-quality accounting information, practices, and reporting. The Accountant is also responsible for supervision over an accounting & payroll clerk.

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

Supervisory Duties:

- Direct and review the day-to-day work of any direct reports. Currently one accounting & payroll clerk. This includes but is not limited to: preparation and review of work, task assignment, and goal creation.
- Review progress of assignments with subordinate.
- Balance conflicting resource and priority demands as they arise.

- As backup, when needed- oversee accounting support functions (e.g. Accounts /Pledges Receivable, Payroll, Accounts Payable, Fixed Assets, Hospitality Accounting, etc.).
- Suggest processes for overall improvement of the finance department.

Financial Duties:

- Prepare monthly balance sheet and income statements for each “fund” of the Center ensuring accuracy and providing input on reasonable allocation of central resources if required.
- Reviews the payroll process and conducts the bi-weekly payroll approvals.
- Develop and administer monthly general ledger close process including preparation of assigned reconciliations.
- Prepare accurate and timely financial reports with generally accepted accounting principles, nonprofit standards, and best practices. Prepare reports for Management level review and follow up and resolve discrepancies.
- Analyze and interpret financial data and trends. Provide necessary reports and interpretation of analysis.
- Assist with banking functions including cash management to maximize interest earnings AND prepare cash flow projections.
- In conjunction with CFO and others, support the annual budget process including providing financial analysis and meeting with department managers, finance, and all other involved parties as needed. Serving in a primary capacity, preparing the salary & wage budgets in collaboration with HR.
- Prepare and distribute departmental budget & variance reports on a regular basis and conduct variance research as needed.
- Review budgets monthly and take a primary role in the preparation of year end forecasts. Monitor spending against budget and forecasts and provide meaningful analysis of variances including recommended action plans.
- Support annual year-end audit process with the external auditors and prepare PBC (prepared by client) schedules & reports as assigned by the CFO.
- Monitor cash balances to ensure maximum interest returns.

Regulatory Compliance & Other Ad-hoc Reporting:

- Comply with all regulatory filing and reporting requirements including filing statements and reports, filing returns, paying taxes, charitable licensing, and assisting in the preparation of annual 990 tax forms.
- Prepare indirect cost proposals, cost settlement reports and financial reports required for grants or funding operations at the Center.
- Assist CFO with insurance policies and/or renewals, including working with the insurance agent for additions and deletions.
- Working with HR, reconcile retirement and all benefit plan information as it pertains to accurate accounting.
- In conjunction with the CFO and other leadership, develop financial policies & procedures to support efficient operations.
- Contribute to the development and implementation of both short-term and long-term plans and strategies at the Center.

General Expectations:

- Remain current in non-profit accounting and GAAP accounting rules, regulations, policies, and techniques.
- Operate standard office equipment and required software applications.
- Perform other duties and responsibilities as assigned.
- Upholding the values and culture of the organization, adhere to all policies and procedures, and contribute positively to the organization's goals and objectives.
- Attend all required meetings and trainings, including but not limited to: safety trainings, HR, and DEIA trainings.

REQUIRED SKILLS/QUALIFICATIONS/EDUCATION:

Education and Experience Requirements:

- Bachelor's Degree Preferred or equivalent experience required
- Required Discipline: Accounting
- At least 3-5 years of professional level accounting experience.
- Any equivalent combination of experience, education, and/or training approved by Human Resources.

Preferred Candidates will also possess:

- At least 2 years' experience in a not-for-profit environment

Essential Knowledge:

The ideal candidate will have skill and experience with:

- Operating standard office equipment and using required software applications, including Microsoft Office.
- Various accounting software systems. Prior experience with Financial Edge is preferred.
- Establishing relationships with all departments and understanding objectives and expectations
- Managing conflicting priorities, demonstrating an ability to know, understand, and meet deadlines.
- Partnering with other functional areas to accomplish objectives.
- Incorporating needs, wants and goals from different departmental perspectives into recommendations for collaborative business goals and objectives for the Center.
- Attending to detail while maintaining a big picture orientation.
- Gathering information, identifying linkages and trends, and applying findings to assignments.
- Interpreting and applying policies and identifying and recommending changes as appropriate.

- Organizing, managing, and tracking multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment.
- Communicating effectively, both verbally and in writing.
- Working independently as well as collaboratively within a team environment.
- Providing a high level of service in a calm and professional manner.