

PACIFIC NORTHWEST BALLET

JOB DESCRIPTION

DEPARTMENT: Finance
JOB TITLE: Senior Accountant
REPORTS TO: CFO

Pacific Northwest Ballet values inclusion, diversity, equity, and accessibility (I.D.E.A.) as guiding organizational principles. We seek to reflect and embrace our community, and provide a welcoming and inclusive environment where artists, audiences, students, staff and volunteers of all backgrounds learn, collaborate, and participate for the benefit of all.

SUMMARY

Pacific Northwest Ballet is seeking a collaborative and adaptable self-starter to be its senior accountant. The senior accountant reports to the Chief Financial Officer and is responsible for overseeing effective accounting practices, maintaining accurate accounting records, and preparing timely financial reports. Pacific Northwest Ballet is a nationally recognized and highly regarded ballet company and school in Seattle, Washington with a \$30 million budget and a \$28 million endowment. <https://www.pnb.org/aboutpnb/financial-reports/>

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and analyze routine and ad-hoc financial reports at organizational, department, grant, and project levels
- Prepare local, state, and federal tax and compliance filings
- Prepare reports, schedules and documents required for external audits
- Oversee controls and procedures to accurately record and report financial activity and to ensure compliance with government regulations
- Record monthly journal entries, analyze and reconcile accounts, and resolve discrepancies
- Review transactions entered by accounting clerk and act as a backup to accounting clerk
- Help management and team members with accounting reports, systems, and procedures and with budget monitoring
- Coordinate with PNB HR in order to facilitate continued automation of HR functions and other features of PNB's workforce management systems
- Identify and implement improvements that increase efficiency and effectiveness

PREFERRED SKILLS

- Working knowledge of accounting standards, financial reporting, and tax laws applicable to nonprofit organizations
- Proficient with computers, accounting software, and spreadsheets
- Advanced Excel skills that enable insightful analyzation and visualization of data
- Strong analytical, problem-solving, and organization skills
- Works with attention to detail, accuracy, and quality
- Communicates clearly and can explain information in an easy-to-understand manner

- Ability to multi-task, meet deadlines, and understand complex accounting activity
- Considers both department and organization-wide perspectives
- Works independently and as part of a team
- Promotes a positive and supportive work environment

DESIRED QUALIFICATIONS

- Three or more years of accounting experience with progressive responsibilities
- Familiarity with Abila MIP Fund Accounting
- Passion for Pacific Northwest Ballet's mission

WORKING CONDITIONS

Must be a Washington resident with the ability to be in Seattle office at least three days weekly.

Offer of employment is contingent on successfully passing a background check.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those which must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

- Position requires long periods of sitting, typing, and looking at computer screens
- May require standing for up to two hours at a time
- Use hands to finger, handle, or feel; and requires ability to speak or hear
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Typical office lighting, equipment, and ambient temperatures

Pay Range: \$85,000 – \$95,000/year; Salaried, Exempt

Benefits: This is a full-time, benefits eligible position. Go to <https://www.pnb.org/aboutpnb/employment/pnb-perks/> for more information

Send resume and cover letter to apply@pnb.org

Pacific Northwest Ballet recognizes the historical and present inequities in ballet and is committed to shifting the culture in our Company and artform through meaningful action and reflection. We strive to be an arts organization that reflects our community and is relevant, accessible, and welcoming to everyone.