

## **Position Available: Kirov Academy of Ballet -Accounting Manager/Controller**

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June 26, 2017

Job Title: Accounting Manager/Controller Position

Job Location: Washington, D.C.

Job Type: Full Time

Job Description:

Accounting Manager/Controller duties include A/P and A/R activity as well as budgeting, planning, cash flow forecasting and regular reporting to the Executive Director and the Board of Directors. The Accounting Manager will report to and work with the Administration/General Manager and the Executive Director. Accounting Manager will supervise the Personnel/HR Administrator and a part time accounting staff person.

### **ACCOUNTS PAYABLE**

Receiving incoming bills and payments. (Other designated staff can sort and forward appropriate mail as long as they are familiar with all aspects of the school's business.) Email is means of receiving electronic invoices or notices.

All incoming invoices and check requests must be scanned, saved and forwarded to the Executive Director who will approve them for payment. Approved invoices are scrutinized, coded and entered as bills in Quickbooks. Vendor maintenance involves keeping appropriate W-9 forms on file and tracking payments for annual 1099 reporting. Communication with vendors regarding problems, overdue bills, etc. is critical. Full documentation of all payments must be carefully organized.

Monitoring bank accounts and balances. Proper security demands a daily on-line check be made of all bank account transactions or PayPal activity. The Accounting Manager must determine that sufficient funds are available to cover any checks that are cut and mailed.

### **ACCOUNTS RECEIVABLE/CASH RECEIPTS**

Payments received directly from parents in relation to tuition for school programs would be under the purview of the Student Billing Officer. The Accounting Manager will need to oversee and check all transactions in this area. In addition other payments often arrive by check, cash or credit card and must be categorized, properly recorded, endorsed, coded and prepared for inclusion in bank deposits.

### **PETTY CASH MAINTENANCE**

Petty cash funds are held by the Accounting Manager, Residence Life Manager and Kitchen Manager. Reimbursements to petty cash for properly documented and approved expenditures are made, taken to the bank, cashed and returned to the fund. This payment must be fully categorized and recorded in the accounting system. Cash advances for audition tour travel, etc. also require cashing a check in person and recording it properly. Likewise, cash and receipts returned after traveling must be analyzed and recorded.

### **ATM MAINTENANCE**

The School's ATM is checked daily to see that a reasonable amount of cash remains inside. When needed, a check must be cashed in order to re-stock the machine. The check is recorded in the accounting system.

### **BANK RECONCILIATIONS**

Prompt monthly reconciliations of all bank accounts are essential. This may require careful scrutiny of bank statements and general ledger accounts.

### **BANKING RELATIONSHIPS**

Contact with bank officers is necessary in order to maintain signature card/signature authorizations as well as bank wire procedures.

### **CREDIT CARD ADMINISTRATION**

The Accounting Manager is responsible for requesting cards for new employees and cancelling cards for terminated employees. All activity for each cardholder must be monitored on-line daily in order to guard against fraud or abuse. Billings must be downloaded as soon as they become available and must be presented to cardholders for their report according to KAB cardholder policies. Enforcement of the policy is in the hands of the Accounting Manager. Proper analysis and recording of each billing and payment is required.

### **GENERAL LEDGER MAINTENANCE AND RECONCILIATIONS**

Non-cash transactions (depreciation, revenue deferral, accruals and adjustments) require preparation of detailed schedules and proper recording through journal entries. Monitoring and periodic reconciliation of all GL accounts.

### **AUDIT PREPARATION AND RESPONSE TO AUDITOR REQUESTS**

Communication with auditors for the annual financial audit and preparation of KAB's form 990 tax return is ongoing over a period of several months. This requires responding to various kinds of questions and providing all requested backup documentation.

### **FIXED ASSET ACCOUNTING**

This has not been keep up to date and will need to be unraveled.

### **OTHER RESPONSIBILITIES**

- Economic census reports
- Sales tax reporting (annual)
- Acknowledgement of donations (including non-cash donations)
- Contract negotiations & maintenance (eg. Copier lease, vehicle leases, electricity supply, solar panels, storage etc.)
- 401K administration and annual review
- Health insurance review and annual renewal
- ACA reporting
- Biennial corporation report to DCRA
- Obtaining needed items such as Certificate of Good Standing from the DCRA
- Maintenance of Business License (bi-annual renewals)
- Vehicle registration renewals
- Major transactions such as purchase or sale of property when necessary
- All HR issues requiring attention of senior staff (disciplinary actions, internal investigations, exit interviews, termination procedures etc.)
- Custody of official KAB stationery
- Custody of corporate book and official corporate records

### **REQUIREMENTS**

Someone with about 5 years' experience in bookkeeping/accounting/finance

The top salary offered for someone fully qualified is \$50,000 with some basic benefits (medical insurance is I believe covered for the employee and partially covered for dependents).

Cover letter and resume should be sent to Jonathan Park (Board member) and Mina Yi (Administrative Manager at Kirov Academy of Ballet). E-mail is [jsp22106@gmail.com](mailto:jsp22106@gmail.com) and [myi@kabdc.org](mailto:myi@kabdc.org), respectively.

Initial interviews can be conducted by Skype—candidates do not need to travel to DC for initial interviews.