

SEATTLE OPERA.

ACCOUNTS PAYABLE / RECEIVABLE ASSOCIATE

Seattle Opera is accepting applications for the position of Accounts Payable/Receivable Associate. This full-time, nonexempt position reports to the Associate Director of Finance.

SUMMARY

The Accounts Payable/Receivable Associate is responsible for processing and paying vendor invoices, posting and reconciling revenue, and other GL accounts, and ensuring overall management of the Accounts Payable/Receivable function.

PRINCIPAL ACCOUNTABILITIES

- Code, enter and file purchase orders and invoices
- Review, enter, and reconcile credit card purchases
- Prepare, print, mail checks and vendor EFT payments
- Prepare journal entries for review and reconcile GL accounts
- Import and reconcile revenue transactions
- Ensure computerized AP system and vendor files are maintained including W-9s and 1099s
- Maintain an operations manual, outlining basic and essential procedures for AP/AR
- Maintain insurance information for annual policy renewals and request certificates of insurance as needed
- Other special projects of duties as assigned

MINIMUM REQUIREMENTS

- AA in Accounting or equivalent experience
- 2 years operational accounting experience with accounts payable and accounts receivable
- Commitment to ensuring financial integrity, and ability to handle confidential information with discretion
- Familiar with generally accepted accounting standards
- Demonstrated ability to work independently and manage deadlines; manage competing priorities; and maintain high standards for accuracy, productivity, and confidentiality
- Direct experience with computerized accounting systems
- Expertise and comfort with a variety of software applications, including Excel and Outlook
- Strong interpersonal and communication including ability to work effectively with staff in all departments

- Accuracy and attention to detail in all aspects of work

COMPENSATION

Salary DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance, paid vacation, sick, and holiday leave.

CONTACT

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with “Accounts Payable / Receivable Associate” in the subject line.