



**PERFORMING ARTS FORT WORTH, INC.  
Position Posting**

**Title:** Accounting Manager  
**Department:** Finance  
**Reports To:** Chief Financial Officer  
**Date:** August 2024  
**Status:** Full-Time; Exempt

**Essential Functions:**

To ensure Performing Arts Fort Worth (PAFW) achieves an optimal work environment and equitable treatment of all, employees are guided by two fundamental directives, the PAFW Operating Principles and the PAFW IDEA Statement, in addition to adhering to other terms and policies outlined in the Employee Handbook.

In addition to upholding to these fundamental directives, the Accounting Manager is responsible for managing the day-to-day accounting and finance functions and processes, organizing, and updating financial records, preparing financial reports, overseeing the organization's annual audit and tax reporting, assisting with the organization's annual budget process, and ensures that appropriate internal control procedures are in place. This position is responsible for cross-training to perform other financial and accounting duties.

**Education, Experience & Skills Required:**

Bachelor's degree in Business with concentration in Accounting, Finance, Management, or Economics or a related field with three (3) years of increasingly responsible experience in financial reporting, budget analysis, and/or management research preferably in a non-profit or similar environment, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Experience in the performing arts industry a plus. PAFW currently utilizes the following software programs – Microsoft Dynamics SL, Tessitura, Time Clock Plus, Microsoft Office and VenueOps, experience with these programs is also a plus.

Must maintain a positive attitude and influence others to do the same. Must make decisions consistent with organizational policies and goals and responsibly handle confidential information. Must work with accuracy and attention to numerous details and timelines. Strong verbal and written communication skills are essential to interact successfully with all PAFW staff and a diverse customer base. Ability to work under

pressure, consistently providing calm and effective resolution of customer and PAFW staff concerns, requests and/or complaints in a courteous and informed manner.

**Supervisory:**

Supervises the Accounting & Business Specialist.

**Position Responsibilities:**

Key activities of this position include but are not limited to:

- Ensures that the organization's accounting treatment of financial information complies with the applicable statutes, regulations, and standards, including FASB and GAAP.
- Prepares monthly, quarterly and annual financial data and performance reports.
- Develops, implements and documents internal accounting and financial control procedures.
- Oversees general ledger functions to assure accuracy, timeliness, and conformity with professional accounting standards and best practices in accordance with GAAP.
- Prepares schedules and materials for annual audit.
- Prepares schedules for the annual forms 990 and 990T tax return.
- Acts as a liaison to the external audit and tax preparation firm.
- Ensures timely and accurate tax and regulatory filings and compliance.
- Monitors cash balances and cash flow requirements.
- Prepares necessary schedules to ensure reconciliation of all balance sheet and income statement accounts to third party software and financial institutions.
- Responsible for biweekly payroll processing, payroll tax payments, other payroll related liability payments, and corresponding compliance reporting related to each.
- Responsible for employee benefits – onboarding, offboarding and Open Enrollment.
- Prepares information for grant requests and grant reporting.
- Supervises cash, check and credit card procedures.
- Prepares reconciliation of box office and development records with accounting records.
- Assists managers and administration with budget preparation and performs monthly reviews.
- Supervises the Accounting & Business Specialist.
- Assists with bank, insurance, and other external relationships.
- Assists with the development of operating processes:
  - Box office cash/financial controls
  - Development gift reporting
  - Internal controls

- Cross trained to perform other accounting and financial duties.
- Oversees and executes the document retention and destruction program.
- Maintains a positive, effective working relationship with administrators, employees, patrons, and the public.
- Other PAFW and departmental duties as assigned.

**Please Note:**

PAFW is in the business of presenting arts and entertainment. To that end, all employees understand and accept that evenings and weekends are part of our operation. This position requires interacting with the public and being onsite for performances occasionally.

This job posting is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

**Physical/Visual Activities or Demands:**

Physical/visual activities or demands that are commonly associated with the performance of the functions of this position include, but are not limited to:

- Working in close physical proximity to others including co-workers, vendors, and the public.
- Sedentary work.
- Clarity of vision at a distance of 20 inches or less.

**Environmental/Atmospheric Conditions:**

Environmental and atmospheric conditions commonly associated with the performance of the functions of this position include but are not limited to:

- Usual office conditions.

**Machines, Tools, Equipment and Work Aids:**

Representative, but not all inclusive of those commonly associated with this position are: Computer (PC and Mac), Tablets, Mobile Devices (iOS and Android), Wireless Networking Systems, Printer, Scanner, Copier, Fax, Phone.

**If you are interested and meet the qualifications as noted in this job posting, submit your letter of interest and current resume.**

**Email:** [careers@basshall.com](mailto:careers@basshall.com)

**Mail: Human Resources  
Performing Arts Fort Worth  
330 East 4<sup>th</sup> Street, Fort Worth TX 76102**