



729 SEVENTH AVENUE TEL 212-764-1122
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NEW YORK, NY 10019 BROADWAYLEAGUE.COM

Job Title: Sr. Staff Accountant
Reports to: Director of Finance & Administration
Location: New York, NY
Job Type: Full-Time, exempt

Full job description

The Broadway League is the national trade association for the Broadway industry. Our 600-plus members include theatre owners and operators, producers, presenters, and general managers in North American cities, as well as suppliers of goods and services to the commercial theatre industry. Each year, League members bring Broadway to more than 30 million people in New York and more than 200 cities across the U.S. and Canada.

The Sr. Staff Accountant will have broad knowledge of Accounting Principles and will work closely with the Director of Finance & Administration to ensure accurate and timely financial reporting. Responsibilities will include daily transactions, cash management, account reconciliations and payroll.

Duties and Responsibilities will include but are not limited to:

- General journal entries - record general journal entries as required such as fixed asset depreciation, prepaid amortization, inter-company allocations, etc.
- Accounts payable - enter vendor invoices and process payments.
- Accounts receivable - create invoices and apply payments; deposit checks.
- Payroll - pay League staff semi-monthly using outsourced payroll provider.
- Cash - record all bank activity in the accounting system, managing and monitoring appropriate cash levels.
- Reconcile all bank accounts.
- Vendor 1099 - prepare and send annual 1099 / 1096 statements.
- Assist Director as required with month-end account reconciliations and accruals.
- Maintain general ledger and chart of accounts.
- Pay League pensioners monthly via ACH; process tax withholding payments.
- Maintain Personnel records for regulatory agencies, as required.
- Assist with League sponsored events and conferences as needed.

Requirements:

- Bachelor's degree in Business, preferably in Accounting.

- Minimum of three (3) years' experience in operational accounting.
- Advanced Microsoft Excel skills required.
- Must be "hands-on", able to perform all tasks in the accounting and finance function.
- Collaborative team player with a can-do attitude.
- Ability to follow established policies and procedures but willing to offer new ideas for improvements.
- Sage 50/Peachtree experience a plus.
- Microsoft Access experience a plus.
- Experience in a trade/membership association or other nonprofit organization a plus.
- Passion for Broadway and live theatre a big plus.

Benefits:

- Employer paid health, dental and vision insurance for employee and dependents.
- Life, LT disability and LT Care insurance.
- 401k with match.
- Paid vacation.
- Opportunities to attend Broadway shows.

Must be eligible to work in the United States without sponsorship.

To apply, send resume and cover letter to HR@Broadway.org with "Sr. Staff Accountant" as the subject line.

The Broadway League is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, disability, protected veteran status or any other characteristic protected by law.