

JOB DESCRIPTION

Part Time Accounts Payable Coordinator

The Organization

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music. The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative.

The DSO offers a unique working environment and an excellent compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

Position Summary

We seek a talented and energetic individual to provide support to the Detroit Symphony Orchestra's administrative staff. The Coordinator will join the DSO's Finance Department and assume primary responsibility for the routing, processing, and payment of vendor invoices and other Finance functions.

Specific Duties and Responsibilities

- Process vendor invoices, including determining correct coding and routing for approval using financial software
- Process vendor payments via EFT, paper check, and vendor website
- Process bank deposits and bank account transfers
- Maintain cash flow tracking spreadsheet
- Coordinate the DSO company credit card program, including collection of approved and coded receipts for staff members' cards
- Add new vendors to the database using forms W-9 or W-8.
- Respond effectively to vendor inquiries; analyze vendor statements
- Prepare annual forms 1099/1096 and 1042/1042-S
- Support the rest of the Finance team, providing administrative expertise and backing up team members' responsibilities
- Other duties as assigned

Experience

- Associate's degree or equivalent experience required
- A minimum of one year of accounts payable experience preferred
- Superior computer skills required

Personal Attributes and Competencies

- Attention to detail and a dedication to accuracy
- Strong verbal and written communication skills
- Critical thinking and ability to interpret policy
- Excellent time management and organizational skills
- Ability to treat confidential and private information with discretion
- Interest in the arts and/or classical music a plus

Reports to: Senior Director of Accounting and Finance

Works closely with: Other members of the Finance team and a wide spectrum of staff members who purchase goods and services for the DSO.