



Dr. William Intriligator, Music Director & Conductor

**Job Title:** Accounting Specialist

**Reports to:** Executive Director

**Job Summary:** The Accounting Specialist is a key member of the Dubuque Symphony Orchestra's (DSO) financial management team. In unison with the Executive Director, Board Treasurer, Finance Committee, other DSO staff, the Dubuque Symphony Orchestra League volunteers and DSO Board of Directors, the Accounting Specialist helps oversee all financial data, records, and compliance and maintains accurate books of accounts payable and receivable, payroll, and daily financial entries and reconciliations. The Accounting Specialist will perform daily accounting tasks, prepare monthly reports, general ledger entries, and recording payments and adjustments. The Accounting Specialist also helps develop and track annual budgets and cash flow and oversees the annual audit process. Account Specialist will also assists with limited HR duties such as new hire documents and compliance, maintaining personnel files and unemployment or worker's compensation filings.

**Status:** Part-time (approximate 25 hours/week), exempt, salaried. Semi-flexible hours. Hybrid work possible. Limited concert/event-related evening and weekend work required (approximately one weekend per month October through June).

**Compensation:** Salary commensurate with experience. The DSO offers a supportive, flexible, and team-oriented work environment.

**Skills:** The DSO seeks a person of high integrity who must be highly-detailed, organized and able to handle multiple projects, accounts, and deadlines. Candidates must have proven experience in bookkeeping or accounting, must be team-oriented, and an excellent communicator.

**Key Responsibilities:**

*Finance:*

- Maintains records of financial transactions by establishing accounts, posting transactions, and ensuring legal compliance.
- Maintains systems and procedures to account for all financial transactions, including a chart of accounts.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions and balances subsidiary accounts by reconciling entries.
- Maintains and balances general ledger.
- Maintains, tracks, and prepares reports for multiple accounts, cash flow, and investment accounts.
- Maintains historical records and files all pertinent documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.

- Assures compliance with federal, state, and local legal requirements; enforces adherence to requirements, standards, and best practices, files all necessary reports and advises management on any needed actions.
- Assists in the preparation, distribution, and tracking of the annual budget, including departmental budgets, and works closely with staff and board leadership on regular reporting and tracking of budget-related income & expenses.
- Assists staff in preparing, tracking and reporting income and expenditures for grants, special projects, and fundraising efforts.
- Provides leadership in preparing for the organization's annual audit, working closely with auditors, staff and board to ensure a clean and unqualified audit. Responds to auditor's findings and recommendations, in consultation with the Executive Director and Finance Committee, and takes action as appropriate.
- Assists in the preparation of the organization's Annual Report's as well as other publications as needed.

#### *Human Resources*

- Maintains all payroll accounts and compliance. Prepares and processes regular payroll payments.
- Maintains personnel files including hiring documents and compliance and payroll records
- Maintains records and tracks employee benefits, such as vacation and sick time.
- Maintains and responds to requests for unemployment insurance, worker's compensations filings, and other HR related compliance.

#### *Board Liaison & Administrative*

- Serve as ex-officio member of the Board's Finance Committee and, in conjunction with Executive Director and Board Treasurer, assists in the preparation and maintenance of all reports, agendas, and minutes.
- Makes recommendations to the Executive Director on policies and procedures that improve financial accuracy, efficiency, adherence to standards, and legal requirements.
- Attend all staff meetings, committee meetings, special events, rehearsals and concerts as required.
- Assist in general office duties and team-oriented preparation for concerts, events, mailings, or other orchestra-centered endeavors.
- Acts as an outstanding representative of the DSO to board members, donors, patrons, and the general public.

#### **Qualifications:**

- Proven bookkeeping skills with 3-5 years' professional experience preferred
- Proven experience is utilizing QuickBooks, Microsoft Excel, and Microsoft office
- Adept with utilizing multiple online banking platforms and database management and usage
- Experience in handling multiple projects and deadlines in a complex and growing organization
- Excellent verbal and written communications
- Excels at working in a team-focused organization
- Bachelor's degree or Associates degree in Accounting, bookkeeping or related field preferred.
- Must have excellent references and be able to pass a comprehensive background check.

### **About the Dubuque Symphony Orchestra**

The Dubuque Symphony Orchestra (DSO) was established in 1958 and has become a cornerstone for Dubuque's cultural landscape. For nearly 65 years, we have thrilled our audiences and brought a wider world to our community. Current Music Director & Conductor, William Intriligator, joined the organization as only its third music director in 2000. Thanks to his leadership, the DSO has become a highly-professional orchestra with an excellent reputation that attracts some of the best orchestral players in the region. We are the only professional orchestra within a 90-mile radius of Dubuque. In recent years, the DSO has worked to appeal to new audiences and musicians, introduced staged opera, ballet and musical theater, added more education and pops concerts, attracted nationally recognized soloists, and forged new community partnerships. The orchestra is governed by a 22-member volunteer board that works closely with Maestro Intriligator and Executive Director Mark Wahlert.

The mission of the DSO is to engage the tri-state community and enrich its quality of life through live musical performances and educational programs. Our primary focus for performance includes five pairs of Classics concerts, three holiday concerts, a spring family concert, our sell-out Ultimate Rock Hits Hits concerts and a free summer pops concert. Educationally, the DSO sponsors a week-long summer youth string camp, offers four youth training ensembles and welcomes thousands of elementary students to free education concerts each year. Orchestra members also visit as many as 17 elementary schools through the Adopt a Musician program and perform at area nursing care facilities. Approximately 25,000 Dubuque area residents benefit from the DSO in a typical year.

***To Apply:*** Send a cover letter, resume and at least 3 professional references to:

**Mark Wahlert**  
**Executive Director**  
**Dubuque Symphony Orchestra**  
**2728 Asbury Road**  
**Suite 900**  
**Dubuque, Iowa 52001**

**Or email to:** [mwahlert@dubuquesymphony.org](mailto:mwahlert@dubuquesymphony.org)