



Position Announcement/Description
Midland Center for the Arts
Midland, MI

Position Title: Accounting Clerk
Supervisor: Accountant
Classification: Part Time Non-Exempt – 20-25 hours/week
Status-Length of Employment: Temporary- Now through December 31, 2021 with possible extension
Last Updated: June 10, 2021

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begin with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT:

Under the direct supervision of the Accountant, the Accounting Clerk is responsible for providing various accounting services for the Center's Hospitality Operations and the Midland Center for the Arts.

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

- Accounts payable system:
 - Keeps track of all payments and expenditures, including purchase orders, invoices, statements
 - Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
 - Charges expenses to accounts and projects by analyzing invoice/expense reports; records entries
 - Responds to all vendor inquiries regarding finance
 - Identifies ways to improve the payment process
 - Verify, and process, expense reports and requests for cash advances
 - Disburses petty cash by recording entry; verifies documentation.
- General Ledger system:
 - Enters journal entries for all revenue transactions and internal charges
 - Performs account analysis work as required
 - Performs account reconciliations as required
- Maintain orderly financial filing system
- Assists with sorting of daily mail
- Performs other appropriate duties as defined/assigned.

PREFERRED KNOWLEDGE AND EXPERIENCE:

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

- Experience in finance related field, preferable
- Ability to display thorough knowledge of accounting principles and procedures
- Experience with accounts payable processing
- Experience with general ledger maintenance
- Capable of learning multiple accounting software systems (excel experience required)
- Excellent organization, communication and problem-solving skills supporting the ability to prioritize and get responsibilities done accurately and in a timely fashion
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

APPLICATION INFORMATION

Email cover letter and resume to:

siegmund@midlandcenter.org

Tina Siegmund

HR, Payroll & Benefits Manager

Deadline: Open untill filled