



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

**Position Title:** Accountant  
**Supervisor:** CFO/Vice President of People Strategy  
**Classification:** Full Time Exempt  
**Last Updated:** February 7 2022

**About Midland Center for the Arts**

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 art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. 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 general supervision of the CFO & Vice President of People Strategy, this Accountant position is responsible for posting daily revenue and perform multiple analysis and account reconciliations related to expenses, income, grants, donations and other.

**DUTIES AND RESPONSIBILITES**

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

- Post daily revenue
- Reconcile Revenue (Accounting System vs Ticketing System)
- Review and post Credit Cards Expenses
- Deferred Income Reconciliation
- Monthly Prepays Reconciliation
- Pledges Receivables Reconciliation
- Monthly Grants & Donations Reconciliation
- Temporary Restricted Assets Reconciliation

**PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

**Qualifications:**

- Major in accounting or related fields

- General knowledge of USGAAP
- Advance computer skills to include data entry, Word, and Excel.
- Detailed oriented.
- Excellent written and oral communication skills.
- Strong interpersonal skills
- Discreet, able to handle confidential and proprietary information appropriately.
- Ability to succeed in a fast-paced environment.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference.

**Note: COVID-19 Vaccination Required for employment**

**APPLICATION INFORMATION**

Email Cover Letter and Resumé to: [HR@midlandcenter.org](mailto:HR@midlandcenter.org)

Deadline: Open until Filled