

# Hoff-Barthelson Music School

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## **Staff Accountant (FT)** **Position Description, July 2020**

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 800 students of all ages from 50 Westchester municipalities on its campus in Scarsdale, NY, and another 250 at partner organizations including Head Start Centers, healthcare facilities, and social service agencies throughout Westchester County. The 60-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, four choirs, and over 40 chamber and jazz ensembles; masterclasses by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music and arts program.

### **THE STAFF ACCOUNTANT**

Reporting to the Director of Finance and Operations (DFO), working closely with the Bursar, and serving other personnel as well as student families, the Staff Accountant:

- Reviews bank transactions, ACH charges and deposits, and prepares journal entries for review and recordation
- Prepares for review monthly reconciliations; AR, AP and Bank accounts
- Updates cash flow on a daily basis, determines cash needs in advance
- Verifies Bursar (A/R, A/P Clerk) functions including the execution of billing policies and procedures, credits and discounts; reviews GL codes for all vouchers and invoices scheduled for payment; analyzes outstanding A/R with Bursar determine action over overdue balances; reports accounts to collections following procedure
- Reviews investment portfolios, monitoring account activity, updates investment reconciliation schedule monthly; follows up on requests for fund transfers; records and reconciles all fees, transfers, gains/losses
- Provides financial information for the Director of Development; updates reports semi-annually for government grants as needed; provides financial data for new grants; reconciles quarterly fundraising reports
- Works with Director of Development and DFO to ensure compliance with all endowed fund requirements and releases per the NYPMIFA statute
- Conducts monthly download of ASAP billing and payment activity into QuickBooks and reconciles entries
- Processes semi-monthly payroll; adds/terminates employees from payroll system as needed; inputs payroll adjustments; calculates hourly employee wages based; verifies all payroll deductions are accurate, reconciles with exchange account; runs pre-process reports with summary sheet for the Executive Director's (ED) review; processes payroll after ED approval, runs list of checks for positive pay registration; runs all payroll reports for each payroll cycle and verifies bank charges; verifies that sick and time off time accruals are reconciled; records payroll into the GL; verifies posting of contributions made by employees into TIAA and Beneflex; downloads payroll tax reports quarterly and check for accuracy and file Disability and NYPFL quarterly reports; downloads 1099 and W2 documents annually and check for accuracy
- Serves as benefits administrator/liaison for personnel, connecting them with information and support needed to make the most of the benefits available to them

- Maintains employee records, including W4, Direct Deposit authorization form, I-9, Background Check, Resume, Employee application, Code of Conduct, etc.; ensures compliance with all labor laws and maintains current labor law postings; files all employment data reports as required by US Census Bureau
- Issues employment agreements, drafting new hire letters and compiles new hire packets on behalf of the Executive Director; notifications of termination of employment, with exact date of termination as well as the exact date(s) of cancellation of any benefit(s), and notice of Unemployment Insurance Availability (Form IA 12.3) for signature by the Executive Director; updates employee rates based on approved budget; prepares employment agreements for Executive Directors' review and signature, distributes agreements to employees and files fully-executed agreements
- Maintains filing records of contracts, agreements and other finance documents
- Other related assignments upon request

**ANTICIPATED START DATE**

September 1, 2020

**HOURS**

Monday – Friday, 9:00 – 5:00

**QUALIFICATIONS**

Bachelors or Associates Degree in Accounting; 4+ years in accounting-related function;

High level of proficiency in QuickBooks and MS Office Suite, systems analysis, mathematical and deductive reasoning; outstanding organizational abilities, attention to detail, analytical and problem-solving skills; strong communication and customer-service abilities; detail- and deadline-oriented; critical thinker, active learner.

**PHYSICAL DEMANDS**

Infrequent lifting and carrying of up to 25 lbs; must be able to sit for extended periods of time; frequently working at a keyboard for up to 8 hours at a time.

**COMPENSATION**

Salary \$50,000 - \$54,000, DOE; 5 weeks of vacation; access to health, dental, vision, life, disability and supplemental insurances, 403(b) retirement plan, FLEX benefits (transportation, medical, child care, parking), tuition waivers/discounts, NYS paid family leave, worker's compensation, and Westchester County sick leave.

**TO APPLY**

Please send a cover letter and resume to [careers@hbms.org](mailto:careers@hbms.org) by July 31, 2020. Employment at the Hoff-Barthelson Music School is contingent upon successful completion of all pre-employment screenings including - but not limited to - a background check and Preventing Discrimination and Harassment in New York, a training that requires timely online completion.