



Boston Youth Symphony Orchestras

Federico Cortese, Music Director

Boston Youth Symphony Orchestras (BYSO) firmly believes in the power of high-quality classical music experiences to change lives. At BYSO, students receive a transformative music education through our nationally renowned orchestras and outreach programs- an education that is rooted in excellence develops life-long skills such as self-confidence, teamwork, and leadership. To support these efforts, BYSO is seeking an experienced Bookkeeper to be responsible for the day-to-day AP, AR, Payroll and financial entries and reconciliations.

Responsibilities:

- Process all aspects of accounts payable including entering bills into accounting system, distributing bills for approval, tracking purchase orders and receipts, selecting bills for payment, processing both system and manual checks, resolving problems with vendors, maintaining vendor files.
- Perform all activities related to accounts receivable including invoicing, deposits, collections and revenue recognition for student accounts, development grants and pledges, ticketing and merchandise sales.
- Prepare all aspects of payroll including obtaining payroll documents and approvals from departments, entering payroll data into Paychex Flex, verifying and distributing checks; researching and correcting problems; tracking vacation, sick and leave time; year-end 1099, W-2 and 1042 preparation.
- Generate and deliver routine reports and summaries to different departments as needed.
- Work with Director of Finance and outside accounting firm on annual audit.
- Interpret and apply accounting policies, rules, and regulations to all work ensuring compliance with applicable general accounting standards.
- Maintain confidentiality of all financial data
- Maintain good working relationship with colleagues and outside partners including artistic staff, vendors, parents, banking institutions and auditors.
- Other duties as needed in order to assist other departments.

Qualifications:

- Proficient skills in QuickBooks and Microsoft Excel
- Bachelor's degree in Accounting, Finance or related field
- 3-5 years relevant experience with accounts payable, accounts receivable, payroll and general ledger
- High degree of accuracy and attention to detail
- Ability to prioritize and meet deadlines
- Strong verbal and written communication skills.