Minnesota OPERA

Job Title:	**General Accounting Associate**
Reports to:	**Chief Financial Officer**
Classification:	**Full-time, non-exempt**
Salary:	**Commensurate with experience plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)**

General Purpose

Performs a range of general accounting and clerical support functions in the Finance organization.

Main Job Tasks and Responsibilities

General accounts receivable functions

- Code, post and receipt payments
- Prepare and coordinate daily deposit activities
- Perform all necessary account, bank and other reconciliations

General accounts payable functions

- Check, verify and process invoices
- Prepare payments for signature
- Analyze discrepancies and unpaid invoices
- Maintain vendor files ensuring W-9's on file for all vendors
- Assist in annual 1099 issuance

General support functions

- Complete account reconciliations

- Book daily ticket sales
- Prepare and upload journal entries
- Trained to be Payroll backup
- Assist in month end close/reporting procedures
- Perform filing and general administrative tasks
- Liaise with other departments and vendors

Education and Experience

- 1 - 3 years experience in clerical accounting
- Associate degree in business or accounting preferred
- MS Office Suite and knowledge of accounting software
- Knowledge of generally accepted accounting principles

Key Competencies

- Planning and organizing
- Attention to detail
- Problem-solving
- Teamwork
- Customer service orientation
- Communication skills

How to apply

Please email your resume to Jen Thill, HR Director at jen@mnopera.org and reference "Accounting Associate" in subject line.

Application Deadline

Friday, August 4, 2017

The Minnesota Opera is an AA/EEO Employer