



Contract Accountant – September 2022

Position: **Contract Accountant**
Position Status: Part-Time - Contract
Reports to: Executive Director
Salary: Agreed upon hourly rate or monthly retainer
Updated: September 2, 2022

Adventure Theatre MTC (ATMTC) is committed to building self-sufficiency within our community through acknowledging and removing barriers both seen and unseen to those who would like to participate in the art of theater.

ATMTC believes fundamentally in inspiring wonder in our audiences, classrooms, work culture and community by combining inspiration and action, paired with a desire to lean into the whimsical. At Adventure, we hope to do as much playing in our work as we do on our stages and in our classrooms, and to never cease pushing the limits of possibility.

ATMTC is the pre-eminent Theater Academy for youth in the DC region with an integrated and nationally renowned professional theater for family audiences. Our mission is to educate and inspire new generations of theater artists and audiences with exceptional theatrical experiences.

We are looking for a contract nonprofit accountant who understands federal and state grants as well. We are a \$2+ million organization currently operating in two locations, Glen Echo Park and Wintergreen Plaza in Rockville, MD.

Some of the regular duties include:

1. Banking
 - a. Bank info needs to be updated between Quick Books(QB) and Bank Accounts
 - b. Bank accounts need to be reconciled monthly
2. Payroll
 - a. Twice a month
 1. Receive non FTE payroll from various departments
 2. Review for accuracy and correct reporting
 3. Enter payroll for Exec Director's approval
 4. Download Journal Entry and import into QB
 5. Coordinate Benefit Deposits with Director of Operations (Retirement, HSA)
2. Accounts Payable
 - b. Enter new vendors and establish payment arrangements in Bill.com
 - c. Process Bills submitted to inbox for regular payment
 - d. Coordinate with Departments for weekly requests for ED approval
 - e. Have ED approve all payments for the week (this should ideally happen on Wednesday)
 - i. After approval see who needs to be paid by check
 - ii. See who has not yet completed bill.com and needs prompts
 - iii. Monitor expiring check payments
 - e. Sync Bill.com with Quickbooks
4. Credit Cards



- e. Monitor ongoing use of corporate cards (This is something we could move to our Director of Operations)
- f. Monthly reconciliation of Credit Cards
 - i. Distribute individual statements to staff
 - ii. Collect receipts and coding for all transactions
 - iii. Process invoices and charges through Bill.com for record keeping of receipts
 - iv. Sync with Quckbooks
 - v. Import transactions from Credit Card portal to match with payments
 - vi. Sort out discrepancies between receipts and charges (this should be less by sending statements and collecting receipts)
- 5. Accounts Receivable
 - a. Work with Box Office and Academy to develop a consistent structure for issuing invoices for group tickets and tuition.
- 6. Tessitura (our CRM)
 - a. In full operations this should be done weekly, at present can be done twice a month
 - i. Pull down a daily report – Transactions by Posting Method
 - ii. This creates a journal entry to be added to QUickbooks
 - iii. If all goes well it matches exactly a deposit recorded in M&T Bank
 - iv. Sometimes credit cards get off by a day or two and the rolling error goes through
 - v. Sometimes real problems do start to arise
- 6. Development
 - a. Monthly Reconciliation between what Development has recorded and what Finance has recorded
 - i. Helps make sure all the various sources of income are captured and coded correctly
 - ii. Right now this does not take long, normal times this needs to be done as close to the end of the month as possible
 - iii. Review of outstanding gift pledges and payments.
 - 1. This is especially relevant around Giving Tuesday and Gala/Specifal events.
- 7. Reporting
 - a. Budget v Actual reports
- 8. Annual Audit
 - a. Coordinate Year End Closing Process
 - b. Provide Preliminary Statements and Reports to Audit Firm
 - c. Coordinate with Development and Executive Director to provide all relevant grant agreements, contracts, leases
 - d. Respond to testing and variance questions from auditors
 - e. Faciliate review of draft audit and its approval with Executive Director
 - f. Coordinate preparation of 990
 - g. Manage required state filings after audit



9. Ad hoc

- f. Coordinate with Human Resources firm onboarding of new employees
- g. Review all forms for completeness and accuracy
- h. Set up new employees in Paychex
- i. Review status of current active employees listed in Paychex
- j. Coordinate with Academy or Patron Services to deactivate employees no longer working
- k. Update hourly wages for Part time people

To Apply:

Please submit by any means that you would like (letter, video, video letter, resume, portfolio, etc.) that best represents you and your work. Include and highlight any skills or experiences you think would be most crucial to this position. Feel free to mail, email, or drop off your submission.

In the spirit of aligning with our EDI goals and to ensure that we are considering all candidates fairly, Adventure Theatre commits to review all applications in consultation with a diverse team of staff and board members.

Email: Jeanne Ellinport, Interim Executive Director Jellinport@adventuretheatre-mtc.org

Subject: Contract Accountant

Mail or Drop Off: 837-D Rockville Pike, Rockville, MD 20852

No phone calls please. ATMTC is an EOE.