

Staff Accountant

The Broadway League is the national trade association for the Broadway industry. Our 600-plus members include theatre owners and operators, producers, presenters, and general managers in North American cities, as well as suppliers of goods and services to the commercial theatre industry. Each year, League members bring Broadway to more than 30 million people in New York and more than 200 cities across the U.S. and Canada.

The Broadway League's Staff Accountant should be detailed oriented, with proficiency in accounting software and knowledge of accounting practices. This position will report to the Senior Staff Accountant, with further reporting to the Chief Financial Officer. This position is not a remote position.

Annual Compensation \$50,000-\$60,000 (pro-ratable for less than full-time schedule).

Responsibilities:

- Process all vendor invoices in accounting software (currently Sage 50)
- Prepare list of vendor disbursements weekly for review by Sr. Staff Accountant
- Process printed checks and ACH payments in online banking system
- Mail checks to vendors; file all supporting documents
- Track weekly timesheets from all non-exempt Broadway League staff.
- Process semi-monthly payroll (currently iSolved / AccuData payroll service)
- Pay survey stipends monthly, also through payroll system
- Pay Broadway League pension payments via ACH monthly
- Prepare 1099 forms annually
- Other duties as assigned by Sr. Staff Accountant, Chief Financial Officer, or League President

Skills:

- At least an Associate Degree in Accounting; experience in a similar accounting environment will substitute for a degree
- Have a minimum of Intermediate skills in M.S. Office Suite of applications, particularly Excel
- Possess strong attention to detail
- Be an organized and capable multi-tasker and collaborator
- Experience with basic accounting software such as Sage 50, QuickBooks or similar is helpful
- Have a passion for and knowledge of the Broadway theatre landscape

Candidates seeking a flexible schedule and/or part-time opportunities, including those still completely a coursework in Accounting will be considered

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the sole discretion of the Employer.

Benefits for Full-Time Employees:

- Employer paid health, dental and vision insurance for employee and dependents
- Life, L.T. disability and L.T. Care insurance
- 401k with match
- Paid vacation
- Opportunities to attend Broadway shows



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Must be eligible to work in the United States without sponsorship.

This position requires that employees be fully vaccinated. “Fully vaccinated” means that an employee is more than 14 days following the final dose of a vaccine at the time they begin employment. The CDC strongly recommends that employees also receive recommended booster vaccines and remain up to date with their COVID-19 vaccinations. The Company will consider requests for reasonable accommodations for documented medical reasons and sincerely held religious beliefs in accordance with applicable law. Please do not include proof of vaccine status or any indication of a possible request for accommodation when submitting your application materials. The Company will follow up with you directly to request proof of vaccination and to discuss any potential accommodations if an offer of employment is made.

In keeping with our mission to foster an inclusive work environment, we encourage individuals who strongly commit to Equity, Diversity and Inclusion to apply by sending a resume and cover letter to hr@broadway.org with “Staff Accountant Position” in the subject line.

The Broadway League is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, disability, protected veteran status, or any other characteristic protected by law.