



Accounting Support Specialist

Reports to: CFO

Status: Full-Time Exempt

Start Date: June 2022

Benefits: Eligible

Salary: DOQ

Location: Tucson, Az

Arizona Theatre Company Overview

Arizona's professional theatre company, Arizona Theatre Company, is the state's only member of the respected League of Resident Theatres (LORT), as well as the only LORT theatre nationally that performs its season in two cities, Tucson and Phoenix. We are currently seeking an Accounting Support Specialist to join our Finance and Accounting team of 4 staff members.

Arizona Theatre Company is a non-profit 501(c)(3) organization, in its 55th year of operation.

Position Summary:

The Accounting Support Specialist is responsible for providing accounting and administrative support, handling incoming mail and cash receipts, assisting with daily processing, maintaining transaction logs, researching and gathering data, coordinating with departments to ensure all items flowing into the Finance Dept are being done timely and accurately, and providing general accounting support.

Position Requirements:

- Experience working with accounting and bill paying systems preferred.
- Proficient in Excel including creating ad-hoc reports and using formulas.
- Ability to coordinate administrative office functions.
- Excellent communications skills and ability to work effectively among groups.
- Experience preferred with union employees and reporting, ability to gather and analyze data from accounting and payroll systems and verify accuracy.
- Ability to learn new areas or processes, identify problems, and propose solutions.
- Maintain daily office hours M-Fri.



Essential Job Functions:

The Accounting Support Specialist is an integral front-line office position to provide support to Finance staff, providing daily coverage relating to incoming cash receipts, routing mail, and providing general main office support. Works with Finance staff on ongoing accounting tasks and processes, including cash receipts, accounts payable, reconciliations, generating reports from various financial systems, assisting in monthly and year end processes as directed. May also coordinate overall office functions such as managing supplies inventories, scheduling services, monitoring utilities usage, etc.

This position relies heavily on the ability to learn and adapt to changing systems and processes, and ability to research problems and propose solutions. Must be a self starter, committed self-checking work for accuracy, and be able to maintain a reliable schedule.

Since this position is intended to provide support for activities that occur on site at the main office, this position is not eligible for remote working.

Compensation and Benefits:

- Compensations DOQ
- Available health, dental, vision, life, disability coverage
- Paid vacation and sick leave

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, sexual orientation, religion, disability or national origin.

Arizona Theatre Company reserves the right to modify or change this job description as business needs dictate.