

JOB DESCRIPTION
STAFF ACCOUNTANT

The Brooklyn Conservatory of Music (BKCM) seeks a full time motivated and detail oriented Staff Accountant to assist with daily accounting operations of our Finance Department. Experience in non-profit finance, accounting practices, and QuickBooks a plus. This position reports to the Controller. Salary \$38,000-40,000 per year.

Responsibilities include but not limited to:

- Maintaining general ledgers
- Verify, record and process accounts payable and accounts receivable transactions
- Monitor and reconcile budget vs actual P&Ls for BKCM's programs
- Reconcile general ledger accounts
- Prepare audit schedules and assist with the audit process
- Administrative duties

Qualifications:

Candidates should possess accounting knowledge and experience, demonstrate strong organizational skills, and be able to work independently or as part of a team. Must have experience with Excel and QuickBooks.

To Apply:

Please email a cover letter and resume to Director of Administration Michaela Mechlovitz with the subject line "Staff Accountant" by Saturday, April 20, 2019.

About BKCM:

Founded in 1897 as a formal music conservatory of just 200 students, the Brooklyn Conservatory of Music (BKCM) has since blossomed into a community music school that annually serves more than 15,000 people across New York City, making high-quality musical experiences accessible to people of all ages, ethnicities, socioeconomic backgrounds, and skill levels. BKCM's building in Park Slope is home to the Community Music School division, which offers group classes and private lessons for students of all ages in jazz, classical music, and Suzuki Method. Its outreach divisions, Music Partners and Music Therapy, bring the same musical experiences to the community at large. Music Partners provides high-quality sequential music education programming for Pre-K through seniors and Music Therapy treats children, adolescents, and adults who have special needs or who are at-risk. BKCM's recital hall hosts several dozen chamber music, jazz, and popular music performances each season, and the Brooklyn Conservatory Chorale and Brooklyn Conservatory Chamber Orchestra perform across New York City. Our students and audiences reflect the vibrant breadth of diversity that

invigorates our city, ranging in age from 12 months to 100 years, representing more than 40 nationalities, and speaking more than 30 languages and dialects. Approximately 70 percent of our students live at or below the poverty line, and 10 percent have disabilities. BKCM's mission is to transform lives and build communities through the expressive, educational, and therapeutic powers of music.

BKCM is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, sexual orientation, or any other factor prohibited by law.