



COUNTRY MUSIC ASSOCIATION

Job Posting

JOB TITLE: **Staff Accountant**
REPORTS TO: **Director of Accounting and Financial Planning**
DIRECT REPORTS: **None**
DEPARTMENT: **Finance & Administration**
FLSA CLASSIFICATION: **Exempt**
POSTED: **April 5, 2019**

POSITION SUMMARY: Responsible for assisting to accurately report CMA's financial standing with appropriate financial statements and according to Generally Accepted Accounting Principles; ensuring internal controls are followed; performing General Ledger closing processes as assigned, reviewing, reconciling, and assisting with the annual budget process; and assisting with preparation of financial reports.

ESSENTIAL FUNCTIONS:

1. Assists the Director of Accounting and Financial Planning with the general ledger monthly close; review and ensure the general ledger is accurate and complies with Generally Accepted Accounting Principles; ensure compliance with internal controls; assist with research of any questions or problems.
2. Assist with preparing and analyzing financial statements for Executive Management, Finance & Audit Committee and Board review.
3. Review monthly bank and merchant account statements and prepare journal entries to book month's activity to the general ledger; Review monthly investment statements and prepare journal entries to book to the general ledger prior to month end close and ensure no variances.
4. Assist with certain monthly reconciliations as assigned by the Director of Accounting and Financial Planning.
5. Assist with the maintenance of the account and organization structures in the accounting and budget software as requested.
6. Assist with the annual operating and capital budget process, updating reports in Adaptive Insights, review of each department's budgets and summary of this information into reports and charts for Executive Management, Finance Committee and Board review and approval.
7. Prepare the financial statements including Balance Sheet, P&L, and investment summary package for the Finance and Audit Committee each month.
8. Assist with preparing slides and materials needed for the Finance and Audit Committee / Board meetings when needed. This includes creating PowerPoint slides, meeting agendas, and preparing the meeting's minutes.
9. Assist with the external audit providing information requested, completing the schedules requested by the auditors and working with the F&A team throughout the year to implement recommendations.
10. Assist with meeting specific tax due dates for the various tax obligations that CMA must meet. Examples are sales tax at CMA Fest, Personalty Tax, State Franchise & Excise (FAE) tax. Work

with appropriate staff to get information required to complete filing requirements. Assist with collecting data needed by the tax auditors for annual tax preparations such as the 990 and UBIT.
11. Serve as backup/support for matters related to Investment Managers accounts and information provided or required.
12. Cross train with Administrative Services Manager to be able to work with Live Events department and external box office during events to assure that all ticket income and other income is collected according to box office sales reports and reported monthly on CMA financials appropriately.
13. Assists/serves as back-up for administering of corporate credit cards which includes issuing of new cards, cancelling of cards and increasing limits approved by department head and Senior VP, F&A. Serve as back-up for reviewing monthly expense reports to ensure these are completed in accordance with this policy and download transactions for exporting into accounting software system.
14. Work with Senior VP, Finance & Administration and Director of Accounting and Financial Reporting in developing/enhancing the functions of the accounting software system and budget process to deliver a seamless product to users and reporting of financials to Executive Management, Finance & Audit Committee, Executive Committee and Board.
15. Prepares ad hoc analyses and reports as needed for SVP of Finance and Administration and Senior Management team.
16. Provide support to all departments outside the scope of Finance & Administration when the need arises during Music Fest, Awards Show and other special events hosted by CMA.
17. Other functions and responsibilities as assigned.
18. Position will be expected to cross train with other departmental positions as assigned.

KNOWLEDGE, EDUCATION AND EXPERIENCE REQUIRED:
▪ Bachelor's Degree in accounting or equivalent experience.
▪ Three or more years experience in GL, AP, AR, account analysis, and financial statement preparation.
▪ Thorough knowledge of accounting principles, budget process, and experience with variance analysis.
▪ Experience with all MS Office programs; prefer a working knowledge of Intacct, iMIS and Adaptive Insights software programs.

SKILLS AND ABILITIES REQUIRED:
▪ Ability to maintain confidential information
▪ Strong organizational skills
▪ Excellent administrative and clerical skills
▪ Exercises good judgment
▪ Ability to prioritize multiple priorities effectively
▪ Demonstrates excellent customer service and interpersonal skills
▪ Communicates effectively both verbally and in writing, using proper grammar
▪ Exercises good judgment and discretion with confidential and sensitive information
▪ Ability to follow oral and written instructions
▪ Ability to work independently, prioritize, and respond effectively to multiple tasks and meet deadlines
▪ Displays strong initiative and professionalism

PHYSICAL DEMANDS/REQUIREMENTS:
▪ Normal schedule is 40 hours per week but additional hours may be required during peak times
▪ Typically sitting at a desk or table
▪ Work is typically performed in an office except for during CMA events

To apply, please submit your cover letter and resume to mhewett@cmaworld.com.

The Country Music Association is an Equal Opportunity Employer.