



## Accountant / Office Coordinator

Chicago Youth Symphony Orchestras (CYSO) announces an immediate opening for full-time Accountant/Office Coordinator

### ORGANIZATION

CYSO's mission is to inspire and cultivate personal excellence through music. As one of the country's leading youth orchestras we offer a continuum of programs that serve young musicians 6-18 years old through on-site ensembles, neighborhood programming, and concerts serving Chicago Public Schools students and the entire Chicagoland community. Each season, we serve 800 young musicians in weekly rehearsals and multiple performances at a variety of area venues including Symphony Center, and an additional 8,500 students and families through community programming. Bi-annually, CYSO students perform in a multi-city, international tour.

CYSO is investing in the future of music and the next generation of leaders. As an organization, we foster a culture of excellence and professionalism among our staff. Our team values compassion, collaboration, and an on-going desire to continue to learn as individuals and as an organization. We are passionate about music, young people, education, and equity.

### DESCRIPTION

The Accountant/Office Coordinator will support the Director of Finance in performing general ledger, accounts receivable and accounts payable activities; assist with annual budgeting and audit, and monthly accounting functions. The person will also be responsible for performing various office management activities, such as administration of human resources, office equipment leases, and general office management. This entry career position will provide you the opportunity to learn from seasoned professionals, expand your knowledge and skills of accounting and business operations, and serve a key role in the growth of CYSO's mission.

Primary duties include:

- Prepare invoices for student tuition and other earned income accounts;
- Manage tuition A/R accounts and payment plans;
- Communicate with families by phone and email regarding tuition A/R accounts;
- Record cash and A/R receipts in accounting system;
- Update accounting system client database;
- Process checks and cash as received and prepare bank deposits;
- Process monthly A/P and credit card expenses in accounting system;
- Assist in preparation of financial statements, and financial items for grants;
- Assist with office technology equipment purchasing, upgrades and setup;
- Other assigned activities related to not-for-profit accounting, human resources, and administration;
- Occasional nights and weekends to support concerts and events.

## QUALIFICATIONS & SKILLS

The Accountant/Office Coordinator should have the following preferred education and skills:

- Bachelor's or Associate's degree in accounting;
- Related employment or not-for-profit experience a plus;
- Excellent and proficient computer skills;
- Effective oral and written communication skills
- Analytic and problem-solving skills;
- Strong attention to detail;
- Accounting systems and human resources experience a plus;
- Filing and general office organization skills.

## COMPENSATION & BENEFITS

CYSO offers a competitive salary and excellent, comprehensive benefits including health insurance and retirement savings, as well as a hybrid in-office 3 days per week/remote 2 days per week option.

- \$40,000-\$45,000 salary range, 40 hours per week;
- Health/dental insurance, ~80% coverage;
- Life/STD/LTD insurance, employer paid;
- 403(b)(7) pension savings plan with employer contribution up to 5% match after one year;
- 10 vacation, 10 PTO, plus 14 holiday days off per year;
- Collegial work environment.

## APPLICATION PROCESS

To apply, please visit [cyso.org/apply](https://cyso.org/apply) to submit your cover letter and resume. No phone calls please. Applications will be accepted until the position is filled.

*Chicago Youth Symphony Orchestras' dedication to equity, diversity, and inclusion (EDI) is inseparable from our commitment to musical excellence. We value the unique role and contribution of every member of our team and recognize the importance of a staff that reflects the experience and background of our students in order to equip them to excel as the next generation of leaders. CYSO staff regularly participate in antiracism, anti-bias, and other EDI training and actively seek candidates for all artistic and administrative roles who are equipped and committed to furthering this work.*

CYSO is an equal opportunity employer.