



ACCOUNTING ASSOCIATE JOB POSTING

Position:	Accounting Associate	Status:	Exempt
Department:	Finance	Full/Part Time:	Full-Time
Reports To:	Chief Financial Officer	Annual/Seasonal:	Annual
To Apply:	Click Here To Apply	Deadline to Apply:	August 15, 2021

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Accounting Associate**. Our mission is to ignite positive changes in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups. Furthermore, we are committed to considering applicants who are well-rounded but do not fulfill every qualification.*

Position Summary:

The Accounting Associate supports the accounting functions for the Finance Department. Working closely with the Chief Financial Officer (CFO) and Senior Accountant, this position assists with the day-to-day operational activities. Additionally, the Accounting Associate participates in special assignments and projects as assigned by the CFO and Senior Accountant.

Major duties and responsibilities include:

- Prepare data entry of accounts payable invoices to accounting software
- Process check distribution once or twice a week
- Record and verify daily cash receipts for box office, online sales, in-house restaurant and gift shop
- Work with development and box office departments to monitor and reconcile contributions, pledges, and ticket sales
- Manage restaurant inventories and corporate card expenses
- Prepare journal entries and assist with monthly closings and financial reporting
- Maintain records through filing, retrieval, retention, and electronic storage
- Support colleagues on the Finance team as necessary to complete departmental tasks
- Primary backup for payroll processing with training
- Adheres to and promotes the organization's values, including a dedication to the company's Equity, Diversity & Inclusion Vision of Success
- Perform other duties and special projects as assigned

Preference will be given to candidates with the following qualifications:

- Associate's Degree with a concentration in Accounting, Business Administration or related field **OR** equivalent experience with a demonstrated success in performing similar duties as required of this position.
- Excel proficiency and familiarity with database concepts, SQL a plus
- Experience with accounting software, Abila MIP a plus
- Excellent organizational and time management skills
- High level of accuracy and acute attention to detail
- Demonstrated analytical and problem solving skills
- Ability to work independently and within a creative environment of diverse artists and colleagues



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Compensation and Benefits: Milwaukee Rep is offering a salary of \$36,000 annually. Employees receive benefits including 100% employer paid health and dental insurance premiums for the individual employee, employer contributions to a health savings account, a paid time off package, paid medical/parental leave program, and 403(b) retirement plan.

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret, and utilizing the Pabst Theatre for the annual Christmas Carol. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee’s vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep “ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee’s rich diversity.” Every season requires a team of dedicated, passionate and skilled people. Whether it be a 30+ year veteran employee or one who’s never experienced a Milwaukee winter before, everyone shares a common sense of purpose and determination allowing us to bring world-class theater to the stage.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater’s commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

TO APPLY

[Click Here to Submit Online Application and Resume](#)

Preference will be given to those who apply by August 15, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires different accommodations to submit an online application should contact ehill@milwaukeeerep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/663969/Milwaukee-Repertory-Theater-Inc/Accounting-Associate>

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.