



Staff Accountant

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Staff Accountant to support the Accounting Manager.

FLSA Status: Full-time, Non-Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists, innovative programming from [resident companies](#) and local arts partners, free community events that reflect Miami's unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city's cultural transformation, a catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit [arshtcenter.org](https://www.arshtcenter.org).

Basic Function

The Staff Accountant is responsible for processing accounts payable and settlement transactions, maintenance and custody of accounting records and the performance of other general accounting duties. The ideal individual prioritizes and plans work activities and uses time efficiently; demonstrates accuracy and thoroughness; monitors own work to ensure quality; identifies and resolves problems in a timely manner; responds promptly to requests for service and assistance and meets commitments.

This is a full-time, in office position.

Responsibilities

The following are examples of the various functions required. The job requirements are not limited to items on this list:

- Review, code and process all accounts payable invoices through paperless system.
- Process T&E reimbursements.
- Process and print weekly accounts payables trial balance reports, checks, and check registers.
- Process vendor credit card payments using the company purchasing virtual cards.
- Process and pay specific police invoices electronically on a weekly basis.
- Load monthly wire transfer transactions in financial system.
- Maintain accounts payable system records.
- Prepare and distribute Form 1099 and other related tax forms.
- Request disbursement check stop payments as needed.
- Research vendor statements, payment inquiries, variances and/or discrepancies.
- Maintain vendor database, updating and creating vendors as needed.
- Perform monthly and year-end accruals.
- Prepare analysis of accounts, as required.
- Assist in reconciliation of accounts payable, detailing all past due balances.
- Review, code and process monthly corporate credit card transactions.
- Prepare Occupancy Reimbursement Package for Miami-Dade County.
- Perform other miscellaneous duties for the department.
- Report and submit annual unclaimed property to the State of Florida.
- Record monthly ancillary commission revenue.
- Prepare and enter various journal entries.
- Compile and produce ad hoc departmental reports upon request.
- Provide documentation and assist in annual external audit.

Qualifications

- Bachelor's degree or equivalent in Accounting.
- Minimum two years of accounts payable and general accounting experience.
- Proficiency in MS Office software.



- Experience with accounts payable automation platforms, such as AvidXchange, preferred.
- Ability to communicate effectively both in written format and oral presentation.
- Ability to multi-task and establish priorities.
- Ability to maintain organization in a changing environment.
- Exhibits initiative, responsibility, flexibility and leadership.
- Excellent attention to detail
- Ability to work well in a team environment.
- Experience with Great Plains accounting software.
- Experience in not-for-profit entities.
- Multi-lingual
- Demonstrated ability to work effectively in a diverse and inclusive workplace

Personal Characteristics

The Staff Accountant should be:

- Action-oriented; a doer
- Affable, easy to get to know
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

Compensation and Benefits

The anticipated salary range for this position is \$50,000–\$60,000.

We also offer comprehensive benefits packages, professional development opportunities, and a supportive workplace culture dedicated to the performing arts and community impact. At the Arsht, we prioritize the well-being and growth of our team members, ensuring they have the resources and support needed to excel in their roles and contribute meaningfully to our mission.

The Arsht embraces equity and diversity and is committed to a workplace that is enriched by the people, needs, and desires of our diverse community.



Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Staff Accountant in the subject line

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented.