

FREIGHT & SALVAGE

TITLE: Staff Accountant
ORGANIZATION: Freight & Salvage
LOCATION: Berkeley, CA
REPORTS TO: Director of Finance & Administration

ABOUT THE FREIGHT

The Freight & Salvage Coffeehouse is a nonprofit community arts organization dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world.

The Freight's 13 full-time and 45 part-time staff is a highly skilled, dynamic group of folks who have together created an excellent workplace environment. As an anchor organization for the downtown Berkeley Arts District, the Freight holds over 320 performances annually as well as a variety of classes on evenings and weekends.

The Freight recognizes that music flows from a rich diversity of traditions and communities. The music invited and produced speaks of love and inspiration, it challenges conventions, it is rooted in social justice, and it unites musicians, audiences, and students in the joy of sound and story. The Freight's values focus on: Traditional Music as an expression of human creativity across cultures and throughout time; Equity and Respect as fundamental human rights; The Connections between People that are strengthened by a shared love of music; Learning that inspires renewal and transformation; and Social Responsibility and Engagement that enrich our communities.

POSITION OVERVIEW

The Staff Accountant plays an integral role in the success of the Freight & Salvage by providing financial and administrative support to key organizational functions. This position will be responsible for maintaining accurate and timely financial records that meet GAAP standards and internal control procedures. The position requires someone who has solid experience with high volume accounting in a fast-paced setting, is comfortable with accounting software and is excited about the opportunity to contribute to and grow within a dynamic mission-driven organization.

PRIMARY RESPONSIBILITIES

- Post daily CRM batches in accounting system
- Post daily POS cash receipts in accounting system
- Record daily EDD compliance forms as well as form 592 entries as needed.
- Record updates to internal records tracking daily cash transactions and show revenue
- Process accounts payables including artist advances, vendor payments and payouts for shows.
- Maintain vendor and payee files with required documentation
- Process bi-monthly payroll
- Reconcile bank accounts and petty cash funds.

- Reconcile donations in CRM with accounting system
- Reconcile credit card accounts
- Assist with month-end and year-end close
- Assist with annual audit
- Other duties and special projects as assigned by Director of Finance & Administration

QUALIFICATIONS

- Minimum three (3) years' experience in accounting or bookkeeping.
- Attention to detail and a high level of accuracy and commitment to maintaining internal controls.
- Proficiency with Quickbooks and Microsoft Excel required
- Understanding of basic GAAP principles required
- Excellent written and oral communication skills required
- Ability to work collaboratively and independently
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances
- Nonprofit experience and knowledge of Tessitura, ADP payroll & Square POS systems a plus
- Enthusiasm for and understanding of roots and traditional music a plus
- Desire to help the Freight create a welcoming, anti-racist environment that values equity and inclusion.
- COVID-19 vaccination required

COMPENSATION & BENEFITS

Starting salary for this full-time position is \$60,000 - \$65,000.

The Freight offers a generous benefits package including medical and dental insurance and generous vacation and sick leave policy, a 403(b) plan, commuter transit benefits and mobile phone reimbursement. Free entry to all shows and classes.

TO APPLY:

Please submit resume and cover letter to Karen Elliot (karen@freightandsalvage.org), Director of Finance & Administration indicating your areas of strength and experience. Position open until filled.

People of color and LGBTQ people encouraged to apply. The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position.

Due to Covid 19, Freight employees are working in a hybrid schedule. Some are remote while other are working in person. Given the nature of the position the Staff Accountant will be expected to work in-person until they are fully trained then a hybrid schedule can be negotiated.