

**Position Description:**  
**ACCOUNTANT**  
**STARLIGHT THEATRE**

**About Starlight Theatre:**

Presenting Broadway entertainment since 1951, the not-for-profit Starlight Theatre Association is Kansas City's oldest and largest performing arts organization. The Association operates, programs and maintains the largest stage in the United States, as well as the 16-acre Starlight Theatre complex. While assuming all annual operating costs for the complex, the Association also raises funds for capital improvements and a variety of programs, including national Broadway musical performances, concerts, community outreach and education. Since 2000, the Association has contributed more than \$25 million of privately funded improvements to the Kansas City, Mo.-owned Starlight Theatre. Each Broadway season, Starlight donates more than 11,000 tickets to its performances to regional non-profit organizations serving the disadvantaged.

In 2011, Starlight Theatre was again selected as the "Favorite Performing Arts Venue" and the "Favorite Concert/Live Music Venue" in the Kansas City Convention & Visitors Association's Visitors' Choice Awards program, and, in a new KCCVA award category in 2011, Starlight's presentation of *Mamma Mia!* received the honor for "Favorite Arts Performance." Starlight also received a Gold Award for "Best Performing Arts Venue" and Silver Award for "Best Theater" in *Ingram's* 2011 Best of Business Kansas City Awards, as well as the award for "Best Live Theater Venue" in the *KC Magazine* City's Best 2011 competition. Starlight Theatre seats approximately 8,000 and is located in Swope Park.

**Summary:**

Starlight Theatre is seeking an energetic, dynamic, and motivated **Accountant** to assist with the disbursements side of the accounting function, including both Payroll and Accounts Payable. This position focuses primarily on ensuring accurate and timely processing of payments to vendors and employees. Other duties will include fixed assets accounting, monthly adjusting entries, and assisting the VP of Finance in special projects and human resources functions.

**Primary Responsibilities:**

- Compile and input payroll data weekly in order to produce paychecks to staff according to the appropriate payroll schedule
- Report wage and benefit information to multiple union organizations ensuring comprehension and compliance with their contracts
- Process payment requests to vendors after verifying appropriate approval and compliance with Starlight spending policies
- Reconcile payroll reports and tax returns
- Manage personnel files and related enrollment files for group insurance programs
- Complete other projects as assigned by VP of Finance
- Oversight of intern's day to day duties

The successful candidate will possess strong organizational, time management, and communication skills. Project management, problem solving skills and the ability to work collaboratively are also important.

**Minimum Qualifications:**

- Bachelor of Science in Accounting
- 3-5 years experience in Accounting
- Payroll experience plus a basic knowledge of human resource management functions, payroll tax reporting, and union contracts preferred
- Excellent verbal and written communication skills
- High proficiency in the entire Microsoft Office suite
- Proficiency in Great Plains Accounting software and Millennium Payroll software preferred

**Additional Information:**

- Reports to: VP of Finance
- Position Type: Full-Time, Exempt
- Start Date : January 2012

We offer competitive compensation package including vacation and holiday pay, medical/vision/dental and life insurance, and retirement plan.

Salary requirements and cover letter must be included for consideration.

Applicants for employment in the United States must possess work authorization that does not require sponsorship by the employer for a visa.

No relocation offered.

Please send résumé, cover letter, and salary requirements to:

Brenda Mortensen  
VP of Finance  
Starlight Theatre  
4600 Starlight Road  
Kansas City, MO 64132  
FAX: 816-361-6398  
brenda.mortensen@kcstarlight.com

**EQUAL EMPLOYMENT OPPORTUNITY Organization**

For more information regarding Starlight Theatre, visit our website at [www.kcstarlight.com](http://www.kcstarlight.com).