



Job title: Staff Accountant
Location: Sarasota, Florida
Department: Finance
Reports to: Managing Director
Employment type: Full-time

Position Summary

The Staff Accountant is responsible for managing the day-to-day accounting functions of Sarasota Opera and ensuring the accuracy, integrity, and timeliness of the Organization's financial records and reporting. Reporting directly to the Managing Director, the Staff Accountant supports organizational operations and decision-making through reliable financial information and ensures compliance with applicable accounting standards and regulatory requirements. This position works collaboratively with senior leadership and staff and provides financial data to support development, grant reporting, and organizational planning.

Essential Duties and Responsibilities

Accounting Operations

- Maintain the general ledger and accounting records in accordance with nonprofit fund accounting principles, including the proper classification of restricted and unrestricted net assets.
- Ensure full and accurate integration of accounting records with Tessitura and other financial or operational systems used by the Organization.
- Maintain the general ledger, accounts receivable, reconciliations, and month-end and year-end close processes. Coordinate with Accounts Payable staff to ensure accurate recording and reconciliation of transactions.
- Assist with monitoring bank accounts and support cash flow reporting and investment tracking.

Financial Reporting

- Prepare timely, accurate, and complete financial statements and internal reports for the Managing Director, General Director, and staff.
- Prepare monthly financial statements and budget-to-actual variance analyses.
- Prepare financial reports and materials for presentation to the Board as requested by the Managing Director.
- Provide clear financial information to support management planning and operational decision-making.

Budgeting and Development Support

- Support the annual budgeting process in collaboration with the Managing Director and senior leadership.

- Provide budgets, financial reports, and related financial data to the Development Department to support grant applications and fulfill funder reporting requirements.

Audit, Tax, and Compliance

- Prepare financial statements, schedules, reconciliations, and supporting documentation required for the annual audit and assist with responding to auditor requests.
- Assist in the preparation and timely submission of required tax filings and regulatory reports.
- Ensure compliance with GAAP, FASB standards, and applicable federal, state, and local regulations.

Collaboration and Internal Controls

- Collaborate with staff across departments to ensure accurate financial information and consistent accounting practices.
- Assist in maintaining and improving internal controls, financial policies, and accounting procedures.

Qualifications

Required:

- Bachelor's degree in Accounting, Finance, or a related field.
- Strong knowledge of GAAP, FASB standards, and nonprofit accounting practices.
- Minimum of three (3) years of progressively responsible accounting experience, including at least one (1) year in a nonprofit organization or experience with fund accounting.
- Experience with MIP Fund Accounting (Community Brands/Abila MIP) or similar nonprofit accounting systems such as Blackbaud Financial Edge NXT, Sage Intacct, Sage 100 Fund Accounting, or NetSuite.
- Advanced proficiency in Microsoft Excel, including pivot tables, lookup functions, and financial reporting tools.
- Demonstrated experience preparing financial statements, coordinating audit support, and ensuring compliance with nonprofit reporting and tax requirements.

Preferred:

- CPA or CPA-eligible designation.
- Experience supporting grant accounting, restricted funds reporting, and donor compliance requirements.
- Knowledge of Tessitura, particularly financial integrations with ticketing and development systems.
- Experience working in a performing arts or cultural nonprofit organization.

Salary Range

\$75,000 to \$85,000, commensurate with experience and qualifications.

Sarasota Opera offers a competitive benefits package including health insurance, paid time off, and retirement benefits.

To Apply:

Send your resume, a cover letter explaining your interest, salary requirements, and the names and contact information of three references to soajobs@sarasotaopera.org with “Staff Account” in the subject line. No phone calls. All applications are welcome, but only those who are being considered will be contacted. Applications will be considered on a rolling basis until the position is filled.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

About Sarasota Opera

Sarasota Opera is in its 68th season of bringing world-class opera to Florida’s Gulf Coast and celebrating 100 years of the historic Sarasota Opera House. The company was launched in 1960 in the historic 320-seat Asolo Theater on the grounds of Sarasota’s Ringling Museum of Art. In 1984, the company moved into the former A.B. Edwards Theater — now the Sarasota Opera House. Since then, the company has gained an international reputation as one of the leading regional opera companies in the U.S. through initiatives such as the Masterworks Revival Series and the Verdi Cycle. The company’s Sarasota Youth Opera is the most comprehensive youth opera program in the U.S. The Sarasota Opera House, which underwent a \$20 million renovation in 2007, has been called “one of America’s finest venues for opera” by Musical America. Richard Russell has served as General Director since 2012 and added the role of Artistic Director in June 2026. Sarasota Opera is sponsored in part by the State of Florida, Department of State, Division of Arts and Culture and the Florida Council on Arts and Culture and the National Endowment for the Arts. Programs are paid for in part by Sarasota County Tourist Development Tax revenues.