



AR / Tour Finance Associate

The Tour Finance Associate is a full-time position that requires strong computer and communication skills, both written and oral. Accounts Receivable duties include reconciling A/R to general ledger at EOM, making adjustments as needed; customer account problem solving; enforcing payment on past due accounts.

This position is also responsible for monthly invoicing, tracking sponsorship and playbill ad contracts, tracking invoicing of rental agreements and t-shirt inventory management, and other duties as assigned.

Tour duties include distributing weekly allocations to tour teams via ACH; receiving, tracking and reconciling tour team financial reports on a weekly basis; reconciling tour fees in general ledger to database, tracking and reporting of sales tax, and reconciling various accounts in general ledger at month end.

Benefits include access to health/dental insurance, vision insurance, an EAP, complimentary performance tickets, reduced tuition for children's programming and 401(k) with company match after 1 year.

MCT's International Tour Project reaches more than 65,000 child participants every year. This is a not so ordinary accounting job in an extraordinary company.

Please email resume, letter of interest, and [application](#) to Victoria Larson: vlarson@MCTinc.org

No phone calls please.

MCT is an Equal Opportunity Employer committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities.