

## OPEN POSITION: BOOKKEEPER

Reports to: Managing Director

Status: Part-Time Hourly Position (15-20hrs/wk)

Compensation: Hourly rate commensurate with experience, pair of subscriptions each season

[BOOK-IT REPERTORY THEATRE](#) is looking for a skilled bookkeeper to record all financial transactions, including purchases, donations, ticket and concession sales, receipts and payments. The company bookkeeper helps facilitate the daily financial workings for this ambitious non-profit performing and educational arts organization. [WWW.BOOK-IT.ORG](http://WWW.BOOK-IT.ORG)

THE MISSION: Book-It Repertory Theatre is a non-profit organization dedicated to transforming great literature into great theatre through simple and sensitive production and to inspiring audiences to read.

SUMMARY: Bookkeeper posts information to accounting journal/software and reconciles accounts with an eye to accuracy. Payroll includes artists and administrators, both salaried and hourly, with some under union contracts.

### DUTIES AND RESPONSIBILITIES

- Record day-to-day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger, and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Complete tax forms
- Enter data; maintain records and financial statements
- Process accounts receivable/payable, and handle payroll in a timely manner
- Generate financial reports for executive management and Board of Directors' review as required

### REQUIREMENTS

- Proven bookkeeping experience
- Proven history of reliability and honesty
- Solid understanding of bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English, MS Office, and QuickBooks; Salesforce skills a plus
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- Thorough understanding of non-profit finance and accounting
- 7+ years experience in Bookkeeping, Finance, Accounting or Business Administration
- A love of literature and/or the arts a plus!

**To Apply:** SEND COVER LETTER AND RÉSUMÉ BY EMAIL TO

Managing Director Kayti Barnett-O'Brien, [KaytiB@book-it.org](mailto:KaytiB@book-it.org) with the subject line: "Bookkeeper applicant"

*No phone calls, please. Open until filled.*

Book-It Repertory Theatre is an Equal Opportunity Employer.