

JANE JONES

Founder, Founding Co-Artistic Director

MYRA PLATT

Founding Co-Artistic Director

KAYTI BARNETT-O'BRIEN

Managing Director

OPEN POSITION: **Bookkeeper**

Reports to: Managing Director

Status: Part-Time Hourly Position (18-20hrs/wk)

Compensation: \$25/hour, 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, payroll 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

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
- Provide assistance with budgeting and forecasting
- Interface with third party 990 tax preparers and auditors as needed
- Aid in establishing and enforcing financial procedures

REQUIREMENTS

- Proven bookkeeping experience
- Proven history of reliability and honesty
- Ability to be in the office on a consistent schedule
- 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

JANE JONES

Founder, Founding Co-Artistic Director

MYRA PLATT

Founding Co-Artistic Director

KAYTI BARNETT-O'BRIEN

Managing Director

-
- 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!

Position requires occasional lifting of 20+ pounds, the repetitive use of a computer, and operating miscellaneous equipment and furnishings as tasks and projects require. Access to the theatre offices is on the ground floor as is Book-It's current performance venue.

Book-It Repertory Theatre is an Equal Opportunity Employer. The Company is committed to equity, inclusivity, and diversity, and is seeking like-minded individuals to be part of the team.

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

Managing Director Kayti Barnett-O'Brien, KaytiB@book-it.org with the subject line: "Bookkeeper applicant- Your Name"

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