



Bookkeeper

Status: Part Time / Regular / Non-Exempt

Reports To: Director of Finance & Administration

Salary: DOE

American Stage has an immediate opening for a diligent, detail-oriented Bookkeeper to join our Finance & Administration Department. This motivated candidate will be responsible for processing daily receipts and payments and recording them in QuickBooks, as well as working closely with all departments within the organization to support a range of financial needs. The position will assist the Director of Finance & Administration in a variety of accounting and human resources needs, from recording donations and depreciation to organizing onboarding forms and training workshops. Through these functions, the Bookkeeper will facilitate sustaining a strong financial position for American Stage and help it grow into the future.

Job responsibilities include, but are not limited to:

- Record and process cash receipts and vendor payments in QuickBooks
- Provide initial review for purchase order requests; organize supporting documentation
- Reconcile Quickbooks to front-end CRM reports for earned and contributed income
- Prepare monthly bank reconciliations and depreciation schedules
- Assist the Director of Finance & Administration in preparing financial reports
- Track and organize agreements with vendors, production designers, artists, etc.
- Communicate with all departments regarding recurring and ad hoc financial needs
- Process onboarding and offboarding forms and help orchestrate HR workshops
- Other accounting related duties as assigned

Qualifications: Degree in a business field or 2 years equivalent work experience. Excellent organizational and time management skills. Professional attention to detail, strong communication skills, and a desire to learn new things and be part of the team. Excel and QuickBooks proficiency preferred. Standard office hours with very few exceptions.

American Stage's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in our programming. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. American Stage is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Submit cover letter, resume, and references to employment@americanstage.org by March 1, 2019.