

Part-time Bookkeeper – Dorset Theatre Festival

Dorset Theatre Festival is a nationally recognized non-profit arts organization founded in 1974, whose purpose is to create bold, innovative and authentic theatre that engages a diverse, multi-generational community, and economically diverse region, while enlightening, entertaining and inspiring audiences through the celebration of great plays. Dorset Theatre Festival aims to redefine the landscape of theatre by presenting thought-provoking productions drawn from the new and classic canon, as well as through the development of new plays, new audiences and new artists for the future of American theater.

The Festival produces four main stage plays each summer between June and August and is known for its world premieres of new plays and regional premieres of Tony Award-winning plays. The Festival attracts top talent from Broadway and Regional Theaters across America to the quaint village of Dorset each summer to great acclaim.

The Bookkeeper reports to the Managing Director and is responsible for the creation of all financial transactions and creating financial reports from that information. The creation of financial transactions includes posting information to accounting software from source documents as invoices and receipts. The bookkeeper reconciles accounts to ensure their accuracy.

- Maintain orderly accounting filing system
- Maintain chart of accounts
- Manage accounts receivable and accounts payable
- Track costs associated with programs and outstanding bills.
- Record cash receipts and make bank deposits
- Balance accounts by reconciling entries
- Process payroll and post to payroll service
- Assemble information for external accountant for annual audit
- Calculate variances from the budget and report significant issues to management
- Comply with local, state, and federal government reporting requirements

Qualifications

Associates degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Strong understanding of bookkeeping procedures for non-profits. The ideal candidate is thorough, has a keen attention to detail, and maintains confidentiality. Preference will be given to candidates with a thorough knowledge of QuickBooks, and easily work on an Accrual Basis.

Compensation

Position is part-time, and paid hourly at \$15/hour. Hours vary and are approximately 10 hours per week October-May and 20 hours per week June-August.

To apply:

Send resume with cover letter to jobs@dorsettheatrefestival.org with the subject line: Bookkeeper Position. No calls please.