

Part-Time Bookkeeper / Office Administrator

About Dorset Theatre Festival:

From June to September, Dorset Theatre Festival mounts 4 main stage productions, in a charming 300-seat proscenium theatre built from 3 restored pre-revolutionary barns.

Every summer, Dorset Theatre Festival draws from some of this country's most talented playwrights, actors, and directors to launch new plays that go on to national acclaim, mount regional premieres to bring the best of Off-Broadway to Vermont, and incubate emerging playwrights and artists.

Dorset Theatre Festival's mission is to create bold, innovative, and authentic theatre that engages a diverse, multi-generational community, and economically diverse region: enlightening, entertaining, and inspiring our audience through the celebration of great plays. Locally engaged and nationally relevant, we produce theatre that matters.

About the Position

The Bookkeeper/Office Administrator reports to the Executive Director and is responsible for providing general administrative support, such as filing, data entry etc., and various bookkeeping services to the Festival, including but not limited to posting information to accounting software from source documents such as invoices and receipts in a timely manner; assisting with reconciling and balancing accounts to ensure accuracy; maintaining orderly accounting filing systems; maintaining charts of accounts; managing accounts receivable and accounts payable; preparing checks; tracking costs associated with programs and outstanding bills; recording cash receipts and making bank deposits as needed; processing payroll and posting to payroll service; assembling information for external accountant for annual audit; calculating variances from the budget and reporting significant issues to management; assisting with the preparation of local, state, and federal government reporting compliance requirements, and other tasks as assigned.

Qualifications:

Associates degree in accounting, arts administration 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 Online.

Compensation:

Position is part-time, paid hourly at \$15/hour. Hours may vary but are approximately 15 hours per week October-May, and 20-25 hours per week June-August.

To Apply:

Send resume with cover letter to marissa@dorsettheatrefestival.org with the subject line: Bookkeeper/Office Admin Position. No calls please.

Dorset Theatre Festival is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis of—an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Dorset Theatre Festival discriminate on the basis of sexual orientation or gender identity or expression. Dorset Theatre Festival is an affirmative action/equal opportunity employer.