

Title: Bookkeeper

Reports to: Director of Finance (DOF)

Requirements: Must be well organized, high attention to detail and confidentiality

Function: Responsible for all accounts receivable and accounts payable for the Symphony and Conservatory as directed by the DOF. Responsible for HR Admin functions as directed by the DOF.

Responsibilities include but are not limited to:

- Record all invoices (Symphony, Conservatory, Guild)
 - Assuring that invoices have been signed off on by Department Supervisors
 - Assuring that correct account codes are noted on invoices
- Record all deposits
 - Assuring that deposits are booked into correct accounts
 - Assuring that deposits against Pledges Receivables are recorded correctly
 - Assuring that deposits are booked in the correct month and FY
- Process all payables weekly
- Post all payrolls into Quickbooks (Admin, Orchestra and Faculty)
- Complete monthly reconciliations with Development
- Review monthly reconciliations for SRO and ASAP
- Prepare monthly reports for all departments
- Prepare Cash Flow reports as directed by DOF
- Assist DOF in Budget process
- Assist DOF in Audit process, all monthly and quarterly reports
- Assist DOF with monthly reconciliations of all Balance Sheet GL account
- Quarterly preparation and filing of all Sales Tax reports & returns

Qualifications:

- **Minimum 5 years experience with QuickBooks**
- **Superb attention to detail and accuracy**
- **Respect for deadlines**
- **The ability to work independently and as part of a team in a highly-productive environment**
- **Availability to work during our concert weekends (9/year)**

How to Apply:

Email resume and cover letter to: Lisa Keller, lkeller@capesymphony.org. **NO PHONE INQUIRIES.**

Apply by: 5/25/2019

Salary: Commensurate with experience.

Date Posted: 5/13/19