

Part-Time Bookkeeper

Hill Dance Academy Theatre (HDAT) is looking for a new Bookkeeper to help with the growing financial and administrative needs of the organization. Reporting to the CEO, the Bookkeeper will maintain accounting records for the company. This is a part-time position with the expectation of working 20 hours per week, in person.

Duties/Responsibilities:

- Part-time Position of 20 hours per week, in person
- Update and maintain financial accounting records
- Process all vendor invoices
- Process all receivables (including grants and tuition installment payments for up to 100 students/families)
- Preparation of deposits and other banking tasks as needed
- Coordinate with external Bookkeeping firm to close books and create monthly financial Board reports.
- Create ad hoc reports and/or support accounting related requests by the ED, Development Director
- Consult as needed with Director of Operations on facility related transactions
- Establish financial tracking mechanism/reporting for donor gifts
- Provide support in the development of the annual budget
- Perform month-end reconciliations

Required Skills/Abilities:

- Must be able to work and set priorities independently to effectively manage work tasks
- Strong organizational skills and attention to detail
- Strong work ethic and unwavering standards of personal and professional integrity
- Strong people skills, patience, and ability to problem solve
- Demonstrated excellence in verbal and written communication
- Troubleshoot issues and raise them as they arise to management
- Proficient with QuickBooks (MAC version preferred)
- Strong analytical skills
- Experience with online payment and banking platforms
- Experience with Microsoft 365 Software

Education and Experience:

- Minimum 4 years in financial administration experience
- High school diploma or equivalent required; Associates degree with accounting coursework preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Compensation: \$21/hr

Please note any candidate must be willing to demonstrate Quickbooks Proficiency to be considered for this role.

How to apply: Please send cover letter and resume to jobs@5678hdat.org

