

Accountant/Payroll Specialist

San Francisco Playhouse

Position Overview:

The Accountant/Payroll Specialist will report to the General Manager in keeping our accounting up to date and financial operations running smoothly.

Status: Part-Time; Non-Exempt

Hours: approx. 20-25 hours per week

Schedule: Flexible, 3 – 5 days a week, Mon – Fri during office hours 10am-7pm; Tuesdays required

KEY RESPONSIBILITIES:

- Accounting
 - Payroll management and processing for actors.
 - Weekly Accounts Payable bill entry, payment processing, and A/P cash flow projections
 - Daily credit card reconciliations
 - Weekly concession and box office cash reconciliations
 - Monthly Bank deposits
 - Monthly credit card expense report processing
 - Monthly petty cash and credit card expense entry
 - Process weekly royalty reports
 - Journal entry allocation of expenses and ticket donations to proper classes
 - Work with Box Office to generate and send group sale invoices
 - Submit DE-542 Filings on Independent Contractors every 20 days
 - Assist with annual filings of W-2s, 1099s, and business registration renewal
 - Quarterly sales & use tax filings, monthly sales tax prepayments
 - Help assemble packets for quarterly board meetings
 - Manage the filing system for bank and credit card reconciliations, receipts, and payroll documents
 - Assist with physical and digital filing for Accounts Payable, Payroll and Tax Forms
 - Maintain an organized filing system of HR files
 - Other duties as assigned

DESIRED SKILLS:

- Knowledge of QuickBooks accounting software
- Experience with ADP and Payroll processing
- Knowledge of standard office administrative practices and procedures
- Knowledge of Actors Equity rules (AEA)
- Detail oriented, trustworthy, dependable, and reliable
- Proficient in Microsoft Office; Excel and Word specifically
- Good time management skills
- Be able to work independently and with others
- Experience prioritizing and coordinating multiple tasks at one time
- Good organization skills and can-do attitude
- Minimum 3 years of work experience in accounting.