**ACCOUNTANT**San Francisco Playhouse is the second-largest nonprofit theatre company in San Francisco. Having grown from storefront to 199-seat theatre in just 18 years, we are powered by a team of energetic and innovative theatre lovers. Founded in 2003 as a 501(c)3 not-for-profit theatre company, our programming includes a six-play mainstage season and a three-play Sandbox Series of world premieres, plus a Rising Star Education Program for high school students. Refer to our website, [sfplayhouse.org](http://www.sfplayhouse.org), for more information on our company.

The Accountant will report to the Accounting Manager and support the General Manager in keeping our bookkeeping up to date and operations running smoothly.

**TO APPLY: Please submit a thoughtful cover letter along with your resume.**

**Status:** Part-Time, Non-Exempt

**Hours:** 20 hours per week

**Schedule:** Monday - Friday

**Start Date:** ASAP

**Directly responsible for the following duties:**

* Daily expense entries and reconciliations
* Weekly payroll processing
* Manage group sales invoices
* Process weekly royalty reports
* Monthly Salesforce to Quickbook reconciliation
* File annual business taxes, surveys and other dues.
* Process payments for rental contracts
* Process bank deposits and process petty cash requests
* Monthly workers’ comp allocation and accrual
* Manage monthly commuter benefits program
* Quarterly payroll tax filings (via ADP)
* Quarterly benefits eligibility assessment
* Bi-annual Statement of Information
* Manage annual filing of W-2s and 1099’s
* Annual HCSO filings and ACA calculations

**DESIRED SKILLS**

* Strong initiative, curious, and detail oriented
* Good time management skills
* Able to work independently and with teams
* Experience prioritizing and coordinating multiple tasks at one time
* Knowledge of QuickBooks accounting software
* Experience with ADP and Payroll processing.
* Knowledge of standard office administrative practices and procedures
* Detail oriented, trustworthy, dependable, and reliable
* Proficient in Microsoft Office; excel and word.
* Good time management skills
* Be able to work independently and with teams
* Experience prioritizing and coordinating multiple tasks at one time
* Good organization skills and can-do attitude
* Minimum 3 years of work experience in bookkeeping and office administration

**Compensation:**

* $25 - $35/hr depending on experience
* Benefits:
	+ Paid Sick Leave (per state and local ordinances)
	+ Pre-Tax Commuter Benefits