

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, 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