

## **BOOKKEEPER**

The Bookkeeper is a key person in the Finance Department, responsible for all the core accounting transactions of the San Francisco Playhouse. They report directly to the Accounting Manager and require solid knowledge of both Quickbooks and core accounting concepts. The Bookkeeper ensures that all basic revenue and expense accounting transactions happen in a timely manner and provides excellent customer service to both internal and external customers.

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

**Hours:** 20 hours per week

**Schedule:** Flexible, Hybrid and Remote possible

**Start Date:** ASAP

### **Position Responsibilities:**

- Accounts Payable
  - Process all invoices and bills and ensuring payments are timely, approved and coded properly
  - Follow up with vendors as needed on any payment related issues including set up of bank or credit card payments for recurring transactions
  - Prepare all checks and check report package for management
  - Handle any research as needed for positive relationships with all vendors, contractors, customer etc.
- Deposits
  - Ensure all funds received by the organization are properly entered into the accounting system including from VBO, Paypal, checks, cash, TodayTix and more
  - Monthly reconciliation against Salesforce reports
- Credit Cards
  - Manage all aspects of the credit card assigned to Playhouse staff including review of transactions and statements, input to QBO, reconciliation against receipts received and necessary follow up
- Royalties
  - Assist in preparation of royalty tracking spreadsheet and inputting of show attendance information from VBO in a timely manner
- Other - other duties as needed such as:
  - Pulling support documentation for audits, grant reports, internal reports
  - Reconciliations
  - Issuing 1099s
  - Preparation of AEA reports
  - Payroll and benefits management