

TITLE: Bookkeeper

REPORTS TO: Director of Finance

STATUS: Non-exempt, Part time, 20-25 hours/week

## **ABOUT THE POSITION**

The Bookkeeper will work closely with the Director of Finance to coordinate financial operations for the Bloomingdale School of Music. This position requires experience with building and maintaining budgets, documenting and upholding financial systems, and a dedication to details.

## **KEY RESPONSIBILITIES**

- Execute Accounts Payable (weekly)
  - Collect and code invoices for approval, entering all expenses into Quickbooks.
  - Process payments through Bill.com and printed checks, facilitating signatures, approvals, and email correspondence.
- Execute Accounts Receivable (weekly)
  - Confirm invoices have been sent
  - Follow-up on AR+30, +60, +90 (monthly)
  - Ensure all communications and documentation are clear and accurate
- Steer communications to Development, Operations and Registration teams regarding incoming funds.
- Manage Credit Card/Debit Card receipts collection, tracking, and entering into Quickbooks (monthly)
- Support Director of Finance in maintaining ledger and budgets for monthly reporting, quarterly budget review, and annual audit requirements.
- Maintain all financial files in accordance with best practices.
- Enter Payroll reports into Quickbooks.
- Support the Human Resources Manager as needed in the processing of payroll in ASAP and ADP.
- Support other assigned functions in the Finance or Operations teams.
- Support larger school events and initiatives as needed.
- Sometimes staffing/hosting of events or working special events.

## **SKILLS AND QUALIFICATIONS:**

- Bachelor's Degree in Finance or accounting preferred.
- Experience in a Non-Profit Finance role.
- Extremely attentive to details, organization, and systems.
- Strong passion for music, education, and community as a positive force for bringing people together.
- Experience working with databases (i.e. ASAP, Bloomerang) and Quickbooks financial software, as well as Office Systems and Google Drive.

## HOURS

- This position requires a 20-25-hour/week schedule with core hours being Monday -Friday 10 AM - 4 PM.
- Flexibility around remote work, some hours at the school required. Candidates with Monday availability preferred.

## SALARY

- The hourly rate for this role is \$30 per hour.
- Professional development opportunities are supported.

To apply, please click [HERE](#)

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