

## 2019 Bookkeeper Position

Hudson Valley Shakespeare Festival (HVSF), a critically acclaimed, professional, nonprofit theater company, is seeking an experienced, year-round, part-time Bookkeeper. Located one-hour north of Manhattan, HVSF has established a reputation for lucid, imaginative, engaging, and highly inventive productions staged on the Great Lawn of the historic Boscobel House and Gardens, in Garrison, NY. Each year, its productions attract a total audience of 37,000+ from Westchester, Putnam, New York City, New Jersey, and beyond. HVSF also has an extensive and highly regarded education program, which reaches over 60,000 students in the tri-state area through a variety of in-depth programs. The company's mission is to engage the widest possible audience in a fresh conversation about what is essential in Shakespeare's plays. Our theater lives in the here and now, at the intersection of the virtuosity of the actor, the imagination of the audience, and the inspiration of the text.

HVSF seeks an energetic, experienced and highly organized Bookkeeper to join HVSF's year-round staff. Hours will average annually to 25 per week. Summer hours will be greater (May-Sept) and off-season hours (Oct-April) will be fewer. The Bookkeeper will report directly to the Finance Director, and will work closely with all department heads (Production, Front of House, Development, Education and Company Management.)

The primary responsibilities of the accounting department (Managing Director, Finance Director and Bookkeeper) consist of General Ledger, Budgeting, Cash and Investment Management, Asset Management, Grants and Contracts Administration, Purchasing, Accounts Receivable and Billing, Cash Receipts, Accounts Payable, Cash Disbursement, Payroll and Benefits, Financial Statement creation, Bank Reconciliation, Compliance with Government Reporting Requirements, Annual Audit, Leases and Insurance. HVSF's annual budget is approximately \$3.4M.

### Duties Include

- Oversight of all Accounts Payable, including: tracking and paying vendors, coding all payments to chart of accounts in QuickBooks, staff petty cash, and check requests. Maintain all vendor files on an annual basis. All payments are managed through QuickBooks, credit cards, and online bill pay.
- Oversight of all Accounts Receivable including: ticket revenue from on-site box office (cash), concessions revenue (credit cards and cash) donations (credit cards, checks, stock, EFT), co-productions, education tour revenue, grants, touring productions, and on-site raffle. Create and track invoices to customers as needed. Deposit cash or checks at local bank on regular basis.
- Enter and reconcile all expenses on seven company credit cards monthly. Oversee distribution and timely return of coded statements from employees. Monitor and manage credit line and make payments accordingly.
- Monthly bank reconciliation.
- Monthly donation income reconciliation with Development department.
- Weekly box office cash sales reconciliation with Box Office Manager.
- Oversee and reconcile all petty cash for seasonal staff – management of petty cash out, and review of receipts and returns of the balance.
- Onboard new hires with all company paperwork, tax paperwork, and payroll entry.
- Create and maintain Front of House, Production and Tent seasonal part-time personnel files.

- Update and complete weekly payroll through QuickBooks (approximately 140 people during season) for year round employees, visiting union artists, production staff, seasonal front of house staff, interns, education teaching artists and designers, and tent installation crew, includes payroll taxes, union dues, misc. liabilities, payroll tax returns (Federal, NYS and Transit tax), year-end 1099s and W-2s.
- Oversee and process weekly Actor's Equity Association union liability payments (Health, P&W), Actor's Agent fees, vacation payouts
- Review and order office supplies in consult with staff needs, as needed
- Support Finance Director in oversight of chart of accounts and proper budget formatting in Quickbooks.
- Prepare for yearly audit and work with outside accounting firm during onsite annual audit.
- Follow financial best practices as outlined in HVSFs Policy & Procedure manual and maintain GAAP standards.
- Monitor balance sheet and P&L for accuracy

### **Qualifications and Experience**

The Bookkeeper must have:

- Five or more years of experience in QuickBooks and QuickBooks payroll
- Significant accounting or bookkeeping experience and training
- Experience working in the finance department of a nonprofit preferred
- Knowledge of and proficiency in Microsoft Excel
- Superior organizational skills and attention to detail
- Comfort and experience working with large quantities of data
- Ability to juggle high volume of work from multiple departments simultaneously

### **Personal Characteristics**

Our ideal Bookkeeper will:

- Be a highly motivated self-starter and quick learner
- Maintain discretion
- Be able to stay focused in a busy work environment
- Be able to manage multiple special projects and deadlines while maintaining daily and weekly duties
- Be a skillful collaborator and team player

### **Terms and Compensation**

This is a year round commitment and compensated hourly. Weekends are not required. Salary range: \$20-\$25/hour (commensurate with skills and experience).

### **To Apply**

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from people of color and women. Candidates from populations underrepresented in the theater field are strongly encouraged to apply.

To apply, please send your resume and a cover letter to Linda Patterson, Finance Director, at [lpatterson@hvshakespeare.org](mailto:lpatterson@hvshakespeare.org). *No phone calls, please.*