

**Greater Boston Stage Company**  
**Bookkeeper Job Description**  
**January 2022**

Job Description: The Bookkeeper is responsible for providing general administrative and accounting support to the Operations Manager / Development Director and Producing Artistic Director, including AP preparation and coding, payroll duties, weekly check distribution, monthly bank reconciliations, and general administrative tasks.

**Hours:** Part-time (30 hours per week)

**Reports to:** Operations Manager / Development Director (OMDD)

**AP/AR/Reporting**

1. Use QuickBooks and Bill.com to perform daily tasks and serve as a resource to other staff members.
2. Code and process vendor accounts and debit card charges into accounting system.
3. Assist OMDD to ensure weekly payment of vendors by organizing invoices and producing checks.
4. Distribute vendor payments.
5. Work with heads of all departments to ensure that they receive monthly departmental reports.
6. Maintain an adequate filing system for A/P and A/R
7. Serve as primary A/P contact for all vendor and contractor requests, questions, and changes of information.
8. Assist OMDD with Accounts Receivable outreach, as needed.
9. Provide reporting to OMDD, Producing Artistic Director, and Board of Trustees as requested, including balance sheet, income statements, year-to-date budget reports, etc.

**Banking**

1. Do weekly deposits at the bank.
2. Ensure accuracy of cash disbursement log.
3. Enter weekly income reports, payroll entries, and other journal entries.
4. Monitor bank statements for debit card transactions and ensure appropriate documentation of said transactions.
5. Prepare monthly bank reconciliations.

**Payroll**

1. Prepare weekly payroll for approval by OMDD in Paylocity payroll system. Payroll includes union, non-union, exempt, non-exempt, and benefits-related transactions.
2. Prepare weekly paperwork for independent contractors to be submitted for payment.
3. Maintain files for contractors and vendors' I-9s, W-4s and W-9s.

4. Annual preparation and distribution of 1099s.

**Other**

1. Assist with annual Audit and tax returns
2. Additional duties, as required.

**Qualifications**

Bachelor's degree required. 3-5 years training/experience in accounting required. Attention to detail, reliability, and strong bookkeeping skills necessary. The successful candidate will demonstrate a strong knowledge of accounting practices, excellent organizational skills, an interest in the arts, and a positive attitude. Previous experience in payroll is desirable.

**To apply**

Please send a cover letter and resume to Heather Mell, Operations Manager / Development Director, at [heather@greaterbostonstage.org](mailto:heather@greaterbostonstage.org). No phone calls please.

**Salary:** \$22-\$25 per hour, depending upon experience.