



Position Description

Job Title:	Bookkeeper		
Reports to:	Executive Director		Part Time
Supervisory Responsibilities:	No	FLSA Status:	Non-Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a business-minded, details-oriented individual to provide bookkeeping services in a fast-paced, dynamic office environment on a part-time basis. A successful candidate will have excellent interpersonal skills, extraordinary attention to detail and have a positive, solution-oriented attitude.

Essential Functions:

- Responsible for skillfully executing the day to day accounts payable/accounts receivable activities of the organization, including paying invoices in a timely manner, accurate bank reconciliations and journal entries
- Facilitates obtaining records for annual financial audit
- Performs other related duties as needed

Qualifications and Skill Requirements

- Experience in a not for profit organization is preferred, including familiarity with not for profit accounting procedures; knowledge of Tessitura is a plus
- Proficiency in QuickBooks and Excel is key

Physical Requirements:

- Requires frequent sitting and walking
- The physical ability to travel between the various CIVIC building locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.