

PENTACLE THEATRE JOB DESCRIPTION
BOOKKEEPER/ADMINISTRATIVE ASSISTANT

Name of Employee: Vacant
Hire date:
Reports to: Executive Director

Mission

Pentacle Theatre provides community members a collaborative opportunity to create and experience theater in an atmosphere of respect, support and enjoyment.

The Bookkeeper/Administrative Assistant supports the mission of the theater by maintaining timely, complete and accurate financials records for all aspects of theater operations, performing administrative tasks, backing up the Ticket Office Customer Service Representative and management of the theater's client relationship management database.

Minimum Qualifications

- Mastery of QuickBooks for payroll, budgeting, accounts receivable and accounts payable.
- Understanding of the components of a client relationship management database and ability to learn the theater's system.
- Demonstrated customer service skills

Duties

Bookkeeping

- Maintains system to account for financial transactions including a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Prepares reconciliations of accounts and shares results with Governing Board Treasurer.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports for monthly board meetings by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Calculates employee wages from records or time cards and prepares checks for payment of wages.
- Files monthly, quarterly and yearly federal and state payroll taxes.
- Prepares W-2s and 1099s.

- Prepares withholding, Social Security, and other tax reports. Computes, types, and mails monthly statements to customers. Completes records to or through trial balance.
- Reconciles Theatre Manager daily reports to QuickBooks.
- Supports Finance Committee budget development process.
- Prepares invoices, follows up on collections.
- Reviews and ensures accuracy of show expense receipts.
- Correctly allocates expenses in QuickBooks.
- Works with Certified Public Accountant to prepare taxes and other required filings and to make needed journal entries.

Back up to Ticket Office Customer Service Representative

- Provides overflow coverage of Ticket Office Customer Service Representative duties.
- Covers the Ticket Office Customer Service Representative desk during lunches, vacations and other leave.

Administrative support

- Maintains records for all productions, including show licenses.
- Prepares donor list for production programs and other uses.
- Orders supplies such as scripts in support of office operations and productions.
- Oversees advertising contracts and sales.
- Oversee office supplies and initiates orders when necessary.
- Prepare correspondence in business format.

Database management

- Creates events, promotions, campaigns and season packages in Theatre Manager.
- Works with database vendor to resolve issues.
- Ensures that accounts in Theatre Manager align with QuickBooks.
- Creates mailing lists and reports in Theatre Manager.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Signed on

Lisa Joyce, Executive Director