

**Full-Charge Bookkeeper (Part-Time)**  
**Pentacle Theatre**  
**Location: In-Office (Non-Remote)**  
**Posted: March 31, 2026**



### **Job Summary**

Pentacle Theatre is seeking a skilled and detail-oriented Full-Charge Bookkeeper to manage day-to-day financial operations and support the organization's overall financial health. This position works closely with leadership and the Finance Committee to ensure accurate reporting, compliance, and effective financial processes.

### **Job Details**

**Start Date:** Mid-April – Mid-May 2026  
**Employment Type:** Part-Time, Non-Exempt  
**Schedule:** 30 hours per week  
**Pay:** \$25.00 - \$32.00 per hour (DOE)  
**Work Environment:** In-office, sedentary

### **Responsibilities**

- Maintain accurate financial records in QuickBooks Online (QBO)
- Reconcile accounts, post transactions, and manage general ledger activities
- Prepare monthly financial reports for Governing Board meetings
- Process bi-monthly payroll and track PTO accruals
- Ensure compliance with nonprofit financial regulations and payroll tax filings
- Prepare W-2s, 1099s, and donor acknowledgment letters
- Manage accounts payable and receivable, including vendor and customer communications
- Review and process reimbursements for staff and volunteers
- Align financial data between QBO and the theatre's cloud-based CRM system (Spektrix)
- Maintain organized financial documentation and records
- Collaborate with a CPA for tax filings and compliance
- Participate in Finance Committee meetings outside of normal working hours and assist with budget development

### **Qualifications**

- Experience with Generally Accepted Accounting Principles (GAAP)
- Knowledge of financial workflows
- Proficiency in QuickBooks Online and Microsoft Excel
- Strong attention to detail and organizational skills
- Excellent communication and customer service abilities

### **Preferred Skills**

Knowledge of theatre operations  
Experience working with relational databases (ticketing/fundraising systems a plus)

### **Additional Duties**

Assist Executive Director with production records and licensing  
Prepare donor lists for programs and reporting  
Support office supply management and ordering  
Assist with script orders for productions and office operations

### **How to Apply**

Submit your resume and a brief cover letter highlighting your relevant experience and interest in the position via email to [Executive\\_Director@PentacleTheatre.org](mailto:Executive_Director@PentacleTheatre.org), or mail to 197 Liberty St. SE Salem OR 97301, Attention Executive Director.

**Join Pentacle Theatre and help support the arts through strong financial management and collaboration.**