



<b>TITLE:</b> Bookkeeper	<b>Part-time: \$18/hr</b>
<b>REPORTS TO:</b> CEO	<b>HIRE DATE: ASAP</b>
<b>SUPERVISES:</b> Non-supervisory	

**SUMMARY DESCRIPTION:** The Magik Theatre is a non-profit company that is dedicated to nurturing young people's love and understanding of theatre and literature by providing extraordinary, affordable, professional theatre and education experiences. The Magik Theatre is looking to hire an experienced bookkeeper who has a solid knowledge of accounting principles. This person will prepare routine entries and post financial transactions, as well as reconcile entries and internal ledgers to the financial accounting system and other records.

**DUTIES INCLUDE (but are not limited to):**

- Accounts receivable
- Accounts payable
- Bank reconciliations
- Bank deposits
- Check preparation
- Payroll
- Month-end reporting
- Budgeting

**REQUIREMENTS/SKILLS:**

- Proficiency in QuickBooks and Excel
- Comprehensive understanding of accounting principles
- Ability to communicate financial information
- Ability to keep information confidential
- Appropriate critical thinking and analytical skills
- Strong organization skills
- Non-profit experience a plus

**TO APPLY:** Please send your resume and a cover letter with three references to [info@magiktheatre.org](mailto:info@magiktheatre.org).