



Position: Bookkeeper
Employment: Part-time
Hiring Date: Immediately
Location: Remote
Salary: \$28/hour
Reports to: Executive Director

The Bay Philharmonic is seeking an experienced bookkeeper to oversee all accounting functions, including A/P, A/R, payroll, financial reporting, month-end closing, reconciliations, and other related tasks. The Bay Phil is an innovative organization dedicated to bringing beauty and joy to the entire Bay Area through high quality, musically theatrical experiences coupled with exceptional customer service. We are looking for someone who is detailed, entrepreneurial, personable, and customer-service oriented to join our team. The ideal candidate will have thorough knowledge of Quickbooks Online and be available to work independently an average of 5-10 hours per week.

Duties and Responsibilities:

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements
- Oversee all accounts payable and receivable, ensuring that payments are processed in a timely manner
- Maintain accurate and up-to-date transaction records in Quickbooks
- Collect timesheet details and process biweekly payroll
- Provide audit process support as needed including document preparations, researching, and resolving issues as they arise
- Aid Treasurer with preparation of monthly and year-end statements of Income & Expense, Balance Sheet, or other reports as necessary

Qualifications and Experience:

- Minimum 3 years of experience in bookkeeping and/or accounting, non-profit preferred
- Bachelor's degree in business, accounting, or related field preferred
- Solid understanding of Generally Accepted Accounting Principles (GAAP)
- High level of accuracy and attention to detail
- Excellent computer proficiency
- Advanced Excel skills required
- Experience with Quickbooks Online required

Please send your resume and cover letter to jobs@bayphil.org