



## Assistant Bookkeeper

**Title:** Assistant Bookkeeper

**Department:** Finance/HR

**Supervisor:** VP, CFO

**Employment Type:** PT, non-exempt

**Compensation:** \$20/hour; 20-30 hours per week

### Job Duties & Responsibilities:

- Become proficient with Abila MIP Fund Accounting software
- Assist with Accounts Payable
  - Check and verify invoices
  - Log and distribute invoices to appropriate staff for approval
  - Code expenses, enter or post in accounting system
  - Review and select payables with Senior Bookkeeper or CFO
  - Print checks, attach supporting documents, and get signed by signatory
- Assist with Accounts Receivable
  - Generate invoices
  - Enter formal contribution pledges; Scan supporting documentation
- Enter receipts from multiple departments
- Prepare bank deposits
- Prepare bank transfers and wires
- Assist with payroll processing (Paychex Flex)
- Assist with the maintenance of the filing system that supports financial and human resources records
- Support HR Coordinator in the preparation and processing of employee onboarding and off-boarding documents
- Calculate and submit Sales Tax
- Generate reports as requested
- Assist with budget preparation
- Assist with annual audits
- Maintain internal controls

The Assistant Bookkeeper may perform other departmental assignments/research or duties as assigned by the CFO, Senior Bookkeeper, or HR Coordinator.

### Required Skills & Qualifications:

- Working towards or have obtained an Associates or Business Degree; Be a notary or willingness to become certified.
- Demonstrated passion for music and have a strong commitment to Caramoor's mission and values.

- Must maintain a high level of confidentiality concerning financial documents and employee files.
- Superb interpersonal skills and the ability to interact with staff, artists, and patrons in a positive, tactful, good-humored, and professional manner; Communicate effectively, both orally and in writing.
- Excellent administrative and desktop environment skills (Microsoft Office Word, Excel, Outlook, Adobe); Knowledge of MIP and Paychex a plus.
- Strong time management skills; Exceptional organizational abilities and attention to detail.
- Ability to work a flexible schedule.

**About Caramoor:**

Caramoor is a cultural landmark and non-profit 501(c)(3) organization dedicated to enriching the lives of its audiences through innovative and diverse musical performances of the highest quality, mentoring young professional musicians, and engaging children through interactive educational experiences that deepen their relationship to and understanding of music. It's also a pretty great place to work. For more information about Caramoor please visit [www.caramoor.org](http://www.caramoor.org).

***Caramoor joins with those who seek to promote equality, eradicate injustice, and support inclusion. As in a choir, our world benefits from a multitude of voices coming together in harmony.***

***Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including but not limited to, recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to actual or perceived race, religion, political affiliation, disability, sex (including sexual violence and sexual harassment), sexual orientation, gender identity, gender expression, pregnancy or any reproductive health decisions, genetic disposition, neurodiversity, color, age, weight, national origin, citizenship, familial status, marital status, domestic victim status, military and veteran status or any other basis protected by law.***

***We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.***