

Position:

Part-Time Bookkeeper, Approx. 4 hours/week
Contracted position

**Call for Applications:**

The Bangor Symphony Orchestra seeks a bookkeeper well-versed in non-profit finance and QuickBooks. The BSO is a 501(c)3 non-profit organization with an annual operating budget of \$850,000, three full-time employees, and a roster of 65 contracted musicians, presenting a variety of concerts and educational programs throughout the year. The bookkeeper works closely with the Executive Director, Director of Development, and Treasurer of the Board of Directors.

Duties Include:

- Record all invoices
 - Assuring that invoices have been signed off on by staff
 - Assuring that correct accounts are noted on invoices
- Record all deposits
 - Assuring that deposits are booked into correct accounts
 - Assuring that deposits against Pledges Receivables are recorded correctly
 - Assuring that deposits are booked in the correct month and FY
- Process all Payables weekly
- Post all payrolls into QuickBooks
- Complete monthly donation reconciliations with Development
- Complete monthly reconciliations of all Balance Sheet and GL accounts
- Prepare monthly financial reports for board of directors
- Maintain clear historical records by filing documents
- Assist staff and accounting firm in audit process and annual 990 filing
- Annual preparation and filing of all Sales Tax reports & returns
- Annual budget entry and classing in QuickBooks

Qualifications:

- Minimum 5 years of experience with QuickBooks
- Superb attention to detail and accuracy
- Respect for deadlines
- The ability to work independently and as part of a team in a highly-productive environment

Apply:

Send resume to Brian Hinrichs at brian@bangorsymphony.org by August 23, 2019.
Bookkeeping /accounting firms may include a proposal of services.