



POSITION: Bookkeeper

SALARY: Non-Exempt (Hourly)

STATUS: NON-VARIABLE - requiring hours of service that would average at least 10 hours per week (Part Time)

SCHEDULE: Monday, Wednesday, and Friday, 10 a.m.- 1 p.m., with some degree of flexibility in hours/days (approximately 10 hours per week); some weekends may be required.

MISSION STATEMENT: Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration.

CORE VALUES: Commitment, Professionalism, Knowledge, Respect, Excellence, Confidence, Discipline

JOB SUMMARY: Reporting directly to the Executive Director, the Bookkeeper serves the Springfield Ballet, patrons and customers through a variety of bookkeeping and accounting functions including payroll.

EDUCATION: High school diploma or G.E.D. required—college and additional certification in progress or obtained, preferred.

TECHNICAL SKILLS: Proficient in Microsoft Office programs including Word, Excel, Outlook and Publisher; ability to operate and maintain a personal computer and telephone system; Strong knowledge and ability to perform book-keeping transactions in Quickbooks Online; ability to learn and operate school registration software and Customer Relationship Management Portal, are all required.

WORK ENVIRONMENT: Must be willing and able to adapt to change easily in a dynamic work environment with moderate noise level. Must demonstrate pleasant demeanor when working with varied constituencies and personalities, including working as part of a team-oriented work environment. Individual should be creative, outgoing, self-motivated, organized, pro-active and pay attention to detail. Strong time-management and communication skills are required. Must be able to manage multiple projects simultaneously. Individual must be able to attend committee meetings and special events for administrative purposes.

ESSENTIAL JOB FUNCTIONS/SPECIFIC JOB DUTIES:

- Adhere to and set good example of mission, vision, and values of Springfield Ballet.
- Adhere to all policies and procedures for Springfield Ballet as set forth by Springfield Ballet’s Board of Directors (SBBOD).
- High attention to detail; strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow with limited supervision
- Maintain a complete filing system – paper-form and electronically - to support necessary administrative and financial record keeping.

- Maintain communication platform(s) to be accurate, up-to-date and effective in properly communicating Ballet activities to applicable groups.
- Analyze current procedures and recommend changes to increase efficiency.
- Maintain confidentiality of all Springfield Ballet staff and student information.
- Maintain school registration each semester including assisting the semester build in school registration software, accept payments and process entries required in Quickbooks Online.
- Aide in set-up and maintenance of the customer and donor database with high regards to accuracy and detail.
- Continually safeguard customer and account information with high regard.
- Maintain a clean and organized front office, waiting and common areas including hallways in The Creamery Arts Center (after Springfield Ballet usage).
- Maintain records of accounts by verifying, allocating and posting transactions in addition to preparing invoices and bank deposits, writing checks, billing customers, collecting payments.
- Ability to handle cash, checks and credit card payments with discretion and accuracy; enter and process customer payments into QuickBooks.
- Enter all journal entries into Quickbooks Online to include bi-weekly payroll.
- Process and execute payroll duties as authorized: update payroll spreadsheet quarterly with staffing/pay changes, as applicable; prepare approved payroll spreadsheet bi-weekly and send to accountant for processing.
- Prepare weekly bank deposits, including handling of cash, and follow Internal Controls Policy.
- Month-End duties: prepare monthly bank statements and account reconciliations, and send to accounting firm for processing.
- Comply with federal, state and local legal requirements and regulations by studying requirements, communicating with CPA firm, enforcing adherence to requirements, filing reports and working with Executive Director to assess needed actions.
- Serve as liaison between Springfield Ballet and collection agency to write-off bad debt and manage delinquent customer accounts.
- Assemble financial data to assist with monthly Board Meetings and annual budget preparation.
- Other duties as necessary and/or as assigned.
- Import gifts/donations/IKSE once received into Customer Relations Software
- Run weekly status reports from Ticket Trend/Registration/Fundraising/Grant Participation and other projects of importance.

OTHER PHYSICAL AND/OR SPECIAL REQUIREMENTS:

- Working on computer for long periods of time.
- Sitting for long periods of time.
- Some car travel required (to events, run office errands, etc.).
- Must be able to lift up to 50lbs when moving boxes and supplies for special events.

A job description does not list the entire job duties a supervisor or manager may occasionally ask an employee to perform. An employee's evaluation is based, in part, upon their performance of tasks listed and other duties that may be assigned. Management reserves the right to revise the job description from time to time. This job description is not a contract of employment, and either the employee or the employer may terminate the job at any time for any reason. Individual will be required to perform the essential functions of this position, with or without reasonable accommodation.