



Bookkeeper – Position Description

The Bozeman Symphony, a 501(c)3 nonprofit organization, is looking for a part-time Bookkeeper. The Symphony each concert season presents a repertoire of symphonic and choral music performed for the benefit of individuals, students, and musicians residing in south-central Montana. Performances include 6 subscription performances held at Willson Auditorium (September – April), performances featuring the Symphonic Choir, world-class pianists in recital (twice per season), Symphony at the Shane in Livingston, Montana, a free family concert in February, special fundraising events and a strong desire to launch a summertime music festival. The Bozeman Symphony and Symphonic Choir have established themselves as significant cultural icons in Montana, whose history is marked by artistic excellence. Its future is dependent upon maintaining a skilled and motivated orchestra whose members bring symphonic music to life.

General Summary: The Bookkeeper is responsible for all aspects of accounting operations and supporting the Executive Director in annual financial forecasts and budgets. Routine duties include: accurately maintain records of financial transaction through established accounts, preparation of monthly reports, posting transactions, ensuring legal requirements, compliance, and facilitating payroll. These duties coordinate with concert performances and events, board meetings, the annual budgeting process, and general day-to-day operations.

Breakdown of Duties and Responsibilities:

- Record daily financial transactions and ticketing income.
- Prepare bank deposits, communicate when deposits are ready to appropriate staff.
- Issue invoices to concert sponsors, advertisers, and patrons.
- Process accounts receivable/payable and handle payroll in a timely manner for administrative employees, musicians, and outreach performances.
- Conduct weekly reconciliation of bank accounts and reconciliations of all accounts to ensure accuracy.
- Issue financial statements for Executive Director and Board of Directors; works closely with the Board Treasurer and Finance Committee members related to financial statements.
- Maintain annual budget and chart of accounts, accurately code budget items.
- Oversee all project/program, and grants accounting.
- Support the annual budgeting and planning process; review budgets monitoring progress and changes; inform Executive Director of organization's financial status.
- Support staff who need statistical financial information related to projects and programs.
- Create and manage organizational cash flow and forecasting.

- Comply with local, state, and federal government reporting requirements; enforce adherence to requirements, filing reports, advising senior management on needed actions.
- Implement the 990 reporting/filing process.
- Prepare quarterly and year end payroll tax reporting including 1099/W2 forms.
- Participate in “front of house” activities by preparing cash bags for rush tickets, concessions, and at door sales.
- Communicate critical financial matters to Executive Director.
- Identify best practices through analyzing current procedures; recommending changes.
- Performs related work as assigned.

Requirements:

- BS Degree in Finance, Accounting, Business Administration, Associates Degree, or equivalent work experience
- Strong knowledge of bookkeeping and acceptable accounting principles
- Experience and proficiency with QuickBooks
- Experience in nonprofit organizations (1 year)
- Team player with excellent communication and organizational abilities
- High degree of accuracy and exceptional attention to detail
- Ability to be a self-starter, learn quickly, problem solve, and possess a “can-do” attitude
- Strong computer skills with proficiency in MS Office (Excel, Word, Outlook)

Compensation: Salary commensurate with experience, starting at \$25/hour.

Job Type: Part-time (approximately 10 - 15 hours/week)

Hours: Availability to work during business hours, 9 AM – 5 PM

Benefits: Complimentary tickets to performances and events (when available); Flexible schedule (when available).

To Apply: Please submit your cover letter and resume to info@bozemansymphony.org. The position is open until filled with priority given to materials submitted by March 31st. Submissions without the requested materials will not be reviewed. *The Bozeman Symphony is an Equal Opportunity Employer.*