

**BLACK HILLS COMMUNITY THEATRE &
PERFORMING ARTS CENTER OF RAPID CITY BOOKKEEPER
Job Description**

The Bookkeeper serves a dual role working equally for both Black Hills Community Theatre (BHCT) and Performing Arts Center of Rapid City (PACRC). The bookkeeper will work under the direct supervision of the Executive Director. The Bookkeeper will be responsible for handling many of the financial operational tasks of BHCT and PACRC and will facilitate the successful achievement of financial organization for both organizations.

RESPONSIBILITIES

A. Payroll

- The Bookkeeper is responsible for managing and entering automatic deposits for payroll as well as physical paychecks for all BHCT and PACRC staff. Payroll dates are biweekly on Friday.

B. Taxes, State and IRS Reporting

- The Bookkeeper is responsible for meeting all deadlines for payroll taxes and reports, including 941 deposits, 941 Quarterly reports, SUTA reports, 940 deposits, 940 Annual reports, W2's, 1099's, W3's, form 1096, et. al.
- The Bookkeeper reports and pays all Sales Tax and Use Tax by the 21st of each month.
- The Bookkeeper is responsible, along with the Board Treasurer, in assisting in the preparation of the Yearly 990 Federal Income Tax Return by a local accountant.

A. Daily Deposits

- The Bookkeeper does not in general make daily deposits but is responsible for recording all daily deposits (both cash/check bank deposits and credit card deposits) for ticket sales, donations, concessions sales, et. al. into the financial software (QuickBooks).
- The bookkeeper double checks all PACRC daily ticket sales reports against bank and credit card deposit records and codes each deposit accordingly.

C. Accounts Payable

- The Bookkeeper is responsible for entering bills (or debit/credit payments for online transactions) into the financial software (QuickBooks) and printing payment checks, obtaining signatures as needed and mailing payments. All expenses must be recorded and coded by account and class, signed by the Executive Director.

- BHCT and PACRC have charge accounts with many vendors as well as several credit card accounts. The Bookkeeper is responsible for timely payment of all charge and credit card accounts as well as collecting receipts from Staff. All charged expenses must be recorded and coded by account and code, signed by the Executive Director.

D. Accounts Receivable

- The Bookkeeper is responsible for tracking all sales transactions: ticket sales, concessions sales, costume rentals, tuition for classes and workshops, et. al.. This includes reconciling receipts, posting deposits, creating sales receipts, running credit card batches, creating file documentation, and filing.

E. Sponsorships and Donations

- The Bookkeeper, with assistance from the Executive Director and Administrative Assistant, must keep accurate lists of all Season Sponsorships, Business, and Individual Donations received by BHCT and PACRC. Invoices must be created for Sponsorships. All “gift” transactions must be recorded accurately in financial software.

F. Financial Reports

- The Bookkeeper is responsible for creating, with assistance from the Executive Director and Board Treasurers, financial reports for the Finance and Executive Committees prior to each month’s Board meetings.

G. Insurance

- The Bookkeeper, with assistance from the Executive Director and Administrative Assistant, is responsible for filing any workman’s compensation and/or volunteer insurance claim forms with the insurance company and keeping records of such filings.
- The Bookkeeper is responsible to complete, with the assistance of the Executive Director, a worker’s compensation audit annually as required by the insurance company and within their deadline. Payroll information must be classified and reported according to the codes estimated upon renewal of the policy.

H. General

- When at the offices of BHCT and/or PACRC, the Bookkeeper will assist in daily operations including answering phone calls, delivering messages, assisting in mailing and banking duties as needed, assisting other staff members, board members, volunteers and patrons.

QUALIFICATIONS:

The Bookkeeper must be enthusiastic and detail-oriented, deal well with time constraints and deadlines, have excellent interpersonal skills, and be highly organized.

The ideal candidate will also have these specific skills:

- 3-4 years' experience in bookkeeping
- A thorough knowledge of basic accounting procedures
- A basic knowledge of non-profit accounting
- In-depth knowledge of the QuickBooks system.
- Strong computer skills including MS Word and Excel

WORK HOURS:

This is a part-time position that requires 10-12 hrs. per week to be put in during regular office hours, Monday- Friday 9 a.m. to 5 p.m.

Hourly rate is commensurate with experience.

TO APPLY:

Send resume, cover letter, professional references to executive@performingartsrc.org

See www.bhct.org & www.performingartsrc.org for more information on both organizations.

BHCT/PACRC Bookkeeper
Job Description 8/02/21