



Bookkeeper

Pay: \$15/hour

Position: Hourly, nonexempt

Job Description: We are looking for a part-time bookkeeper to work at our Old Town Studio. The position will work 10 hours/week, preferably Mondays and Wednesdays. Ideal position start date is August 20, 2018.

www.CCBallet.org

970-472-4156

About Canyon Concert Ballet: Canyon Concert Ballet's mission as a nonprofit educational organization is to expand, nourish, and enrich the artistic opportunities in classical dance through training, performance, and community outreach in service to the Northern Colorado region.

Old Town Studio
1031 Conifer Street
Fort Collins, CO 80524

Job Duties:

- Tag and monitor fixed assets
- Pay invoices and debts in a timely manner
- Send out invoices
- Monitor debt levels and compliance with debt covenants
- Ensure that receivables are collected promptly
- Send donor thank you receipts in a timely manner
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Issue financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Comply with local, state, and federal government reporting requirements
- Oversee payroll
- Other duties as assigned

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Job Requirements:

- Associate's degree in accounting or business administration, or equivalent business experience
- Knowledge of bookkeeping and generally accepted accounting principles
- Friendly, outgoing, and approachable
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- A love of dance and children!
- Preference will be given to candidates with a working knowledge of the Quickbooks accounting software package

How to Apply: Please send your resume and cover letter to Jenna Riedi at executivedirector@ccballet.org. Position is open until filled, please no phone calls.