



**IMAGINE
MAYDAY**

**IN THE HEART OF THE BEAST
PUPPET AND MASK THEATRE**

Position Title: Bookkeeper

Reports to Interim Executive Director

Compensation: 15-20 Hours a week, \$20-\$22 based on experience

Temporary Contract: August 2021 - January 2022 ,with the possibility of extension.

Benefits: In addition to 10 approved/paid holidays (with alternate holidays approved by supervisor with advance notice), PTO is accrued by new hires at 1 hour for every 12 hours worked for full time employees. This is prorated for part time staff, and would accrue at .5 hours for every 12 hours worked for this role.

Schedule: HOB T's business hours are 10am-4pm, Monday through Friday. All staff currently work remotely, with some work on-site in accordance with COVID safety protocols. We offer flexible arrangements to all our staff. Some evenings and weekends may be required, as well as coordination to attend executive committee meetings on occasion. Attention to detail and deliverable timelines is the most important consideration regarding schedule.

About the Role

The Bookkeeper works with great attention to detail and some 'startup-like' creativity in order to organize and implement administrative systems that ensure effective and efficient financial management efforts. Activities include: payroll and invoice tracking, accounts receivable processing, data management, and potential support of gift acknowledgement.

BookKeeping

Overview: *Role maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.*

Bookkeeping & Accounting

- Record and pay supplier invoices in a timely manner.
- Record cash receipts and make bank deposits.
- Responsible for all accounts payable and accounts receivable activities.
- Reconciles funds with box office and development staff.

- Prepare and file government forms for sales tax, liquor license, 1099-MISC and others as necessary.
- Performs monthly bank reconciliations for all bank accounts.
- Performs credit card reconciliations.
- Ensures all financial data is entered correctly into QuickBooks
- Generates monthly, quarterly, and annual progress reports (programming reports) to finance and program leadership

Payroll Processing

- Process payroll biweekly
- Process 1099 Contract payments
- Process all payroll accounting entries and review each payroll for accuracy against budget and related documentation.

Strategy: Planning & Evaluation

- Work with the Finance leadership of the Executive Committee in order to support transparent financial management and collaborative financial decision making.

MayDay Responsibilities

MayDay is HOBOT's largest program, and all staff have a role. In addition to the responsibilities outlined above, the bookkeeper is responsible for coordinating:

- Process MayDay donations.
- Coordinate with Executive and Communications leadership on any special giving initiatives.

Contributed Income Processing

Donation processing Support

- Receive and process contributions through multiple channels including cash, checks, credit card transactions, online transactions, third-party giving platforms and transfers of stock.

Data Management

- Ensure that all relevant contribution information is accurately recorded
- Use contribution data to generate reports on individual donors, campaign progress and giving trends.
- Coordinate reports with Executive Committee and Development Leaders
- Optimize grant administration process

Planning & Evaluation

- Hands-on support of the organizational budgeting process to ensure adequate resources are dedicated to projects
- Hands-on support with Development leadership and executive committee to implement and evaluate a grant tracking system

Other Responsibilities

- Support the annual external audit and adhoc insurance policy audit
- Executive leadership and business model transition may require tasks assigned by Interim Executive Director or new leadership to support development, reporting and budget development.

Experience:

- Self-motivated, creative, leadership-oriented, and able to work independently and as part of a team
- 2 years bookkeeping work experience (or a Bachelor's degree)
- Strong ability to prepare and analyze financial reports/schedules. Experience with accounts payable, accounts receivable, and general ledger. Expertise in Microsoft Office software and QuickBooks is preferred.
- Brings curiosity, solutions, and structure to support a growing team meeting the moment of 21st Century Theatre Arts in a pandemic and local atmosphere of uprising
- Demonstrates self-awareness when working across race and culture; and past experience working towards equity and justice
- Excellent verbal and written communication skills
- Experience processing donations and database management through Databank is preferred
- Able to organize and coordinate multiple projects at once without losing attention to detail
- Previous experience serving the performing arts, preferably theater and/or puppetry, is a plus
- Passionate about diversity, equity, and inclusiveness
- Bilingual and multilingual candidates encouraged to apply

To Apply:

Please send a cover letter and updated resume sharing your skills and experience to **execdir@hobt.org** by **July 31st**. Document titles should include your name and be attached as a PDF. This position will be open until filled, with interviews beginning the second week of August.

Organization Transition Note: In the Heart of the Beast Puppet and Mask Theatre emerges from its chrysalis in 2021. This restart requires a 'start-up like' atmosphere that will require work flows that are developed in real time with the executive committee and staff.

HOB T's transition harnesses the possibilities of co-creation, collaborative leadership and learning. Top candidates are knowledgeable, self-motivated and flexible to approach confronting

this complex moment. In order to promote more language access in our organization, we are interested in and hopeful for bi and multilingual candidates.

HOBT is an equal opportunity employer. HOBT acknowledges the race, gender, and accessibility gaps in education, employment, and income present in our city, in our state, and in the Twin Cities arts community. Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve.