

Bookkeeper Position Description

TITLE: Bookkeeper
REPORTS TO: Managing Director
DEPARTMENT: Administration

FLSA: Full Time Non-Exempt
DATE: September 23, 2022

POSITION DESCRIPTION:

Woolly Mammoth Theatre Company (WMTC) seeks a skilled Bookkeeper to coordinate the company's accounting systems and processes. This position supports Woolly Mammoth's galvanizing artistic work by ensuring accurate and clean books with proper financial procedures. The Bookkeeper is responsible for the accounts payable, payroll, and miscellaneous receivable functions of WMTC and supports the financial closing processes with reconciliations and periodic reporting. Additionally, the Bookkeeper may provide support in the areas of contracting, human resources, and risk management. This position requires strong organizational and operational skills. The Bookkeeper reports to the Managing Director and works closely with other staff, including financial and human resources consultants, all members of WMTC's Core Leadership Team, and especially the General Management, Development, and Marketing departments.

DUTIES & RESPONSIBILITIES:

Accounts Payable:

- Using Bill.com and Sage50 accounting system, enter data and/or review vendor invoices assuring expenses are properly coded and process vendor payments, corresponding with vendors and staff as needed;
- Using Divvy.com, review monthly credit card expenses; assure all receipts are received on a timely basis, and review for proper coding;
- Ensure vendor accounts and files are current (including W-9 forms);
- Annually prepare and file appropriate 1099s;
- Guide WMTC staff, artists, and other contracted individuals through the accounts payable process;
- Answer questions and perform research as requested; and
- Seek and implement process improvements.

Payroll:

- Enter data for employee changes – new hires, terminations, deductions, etc.;
- Enter/manage employee Paid Time Off (PTO) (vacation, sick time, personal, bereavement, short-term disability, bereavement, etc.) in the payroll system;
- Enter time sheets and process hourly payroll weekly; process salaried payroll bi-weekly; and
- Run, file, and reconcile payroll and related reports (e.g., payroll taxes) as needed.

Miscellaneous Accounts Receivable:

- Generate invoices for payments due from others;
- Record payments received; and
- Maintain aging of miscellaneous receivables noting any potential collection issues.

Other Accounting Duties:

- Make regular bank deposits;
- Assure all miscellaneous deposits are recorded on a timely basis;
- Prepare various account analyses, journal entries, and reconciliations;

- Support the monthly closing of the books; and
- Support the annual audit and tax return preparation.

Contracting and Other Business Tasks:

- Ensure various tax, insurance, unemployment, and other filings and reports are completed in a timely and accurate manner;
- Secure business and other required operating licenses and filings;
- Execute general business contracts as directed;
- Prepare and/or coordinate any periodic reporting or surveys as directed;
- Provide additional support to Managing Director in finance and business matters; and
- Other duties as assigned.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, becoming familiar with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" below for details.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

QUALIFICATIONS:

Required Experience:

- Must pass an accounting assessment;
- Demonstrated experience in accounting (2+ years preferred), including
 - payroll, accounts payable, accounts receivable, and banking processes/systems.

Preferred Experience:

- Experience in implementing online solutions;
- Previous experience in non-profit accounting; and
- Previous experience with accounting software, Bill.com, and Divvy.com.

Essential Knowledge, Skills, and Abilities:

- High attention to detail and accuracy;
- Strong verbal and written communication skills, and the ability to communicate sometimes complex financial requirements/processes into simplified terms;
- Excellent Excel skills; and
- Familiarity with general accounting principles.

Other Skills or Qualities:

- See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together.
- Collaborate with and adapt to a wide variety of people, personalities, and working styles.
- Self-motivated, organized, and able to manage multiple priorities and projects.

WORKING CONDITIONS:

- Extended viewing of computer screens.

- Typical schedule is Mon-Fri, 9am-5pm or 10am-6pm, with some early mornings, evenings, and weekends as necessary.
- This position is currently a mostly work-from-home position with a regular requirement for onsite work. We are open to a partially or predominantly work-from-home set-up in perpetuity.
- Woolly's office is an open/shared office environment with moderate noise levels.
- Woolly Mammoth Theatre Company is located in Washington, DC's Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Salary Range:** \$22.00-\$29.00 per hour; may be negotiable based on skill and experience.
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.