

Mission

To reflect the greatness of our community and the best of human potential through musical excellence, creative discovery, and civic leadership.

Nonprofit Bookkeeping Position

Position Profile

We are seeking someone who is motivated and is enthusiastic about supporting our nonprofit mission with an appreciation of music. This is a part-time **nonprofit** bookkeeping position (20 hours per week) working on-site in the Colorado Springs office. Accounting level of work may vary depending on skillset.

This position is ideal for someone who loves to manage the day-to-day activity and brings integrity and dependability to work. Self-motivation and a positive outlook will reward you with an opportunity to grow and develop while having a flexible but fixed schedule.

This position reports to the contract CFO to ensure that financial records, files and ledgers are accurate. An understanding of GAAP accounting principles and information technology is an important skillset for this position. Work is performed by applying knowledge of accounting terminology and using spreadsheets and/or automated accounting systems.

Responsibilities may include but are not limited to:

- Prepare invoices and verify that internal processes are followed to include the proper coding and approvals.
- Prepare and examine accounting records and reports to assess accuracy and completeness.
- Monitor accounts receivable and reconcile to other department databases/systems.
- Post ACH deposits from outside sources (PayPal, other credit card processing systems)
- Reconcile and manage company credit cards, to ensuring compliance with internal financial reporting guidelines.
- Manage employee expense reimbursements
- Maintain Journal Entries as needed
- Process payroll and maintain all personnel records.
- Assist accounting department with related work as assigned
- Assist CFO with audit preparation and tax returns
- Assist with monthly management reports and other supplemental information, as requested.

Minimum Qualifications

- An appreciation for classical music and the work of the Philharmonic
- Bachelor's Degree in accounting is preferred
- Minimum of 3-5 years' experience working in nonprofit accrual accounting
- Good written and oral communication skills

COLORADO SPRINGS



PHILHARMONIC

JOSEP CABALLÉ-DOMENECH MUSIC DIRECTOR

- Strong competency in Sage and/or QuickBooks including Accounts Payable and Accounts Receivable
- Strong competency in Microsoft Office 365 including Outlook and Excel
- Experience with Sage and/or QuickBooks payroll and payroll tax filings
- Excellent organizational skills and ability to multi-task
- Ability to handle and maintain sensitive information with the highest level of confidentiality
- Ability to work independently with minimal direction
- Positive outlook and problem-solving attitude

Applications

Submit cover letter and resume by email to admin@cphilharmonic.org. **Deadline to submit is 5:00 p.m. MST June 26, 2018.** Salary negotiated based on experience.