



## **Controller/Bookkeeper Position Announcement**

Berkeley Symphony is seeking qualified candidates for the part-time position of Controller/Bookkeeper. Berkeley Symphony's mission is to perform symphonic music that engages the intellect, sparks the curiosity, and delights the spirit of our unique community. It is a consistent award winner for adventurous programming of contemporary music, which is performed along with the classical repertoire. Berkeley Symphony's programs include main stage concerts; participatory, year-long "Music in the Schools" in Berkeley's public elementary schools; a year-long "Under Construction" program, mentoring and supporting emerging local composers; family concerts; and collaborations with Cal Performances at the University of California, Berkeley campus.

### **Responsibilities include, but are not limited to:**

**Financial transactions:** Manage weekly and monthly bookkeeping. Reconcile monthly bank and credit card statements. Process accounts payable and expense reports. Reconcile Theatre Manager and prepare adjusting journal entries to transfer income information to QuickBooks.

**Insurance:** Maintain policies for Director and Officer Liability, general liability, worker's compensation, and property.

**Budgeting and planning:** Assist with budgeting and forecasting.

**Audit:** Prepare required documents for annual audit.

**Reporting:** Prepare financial statements, including monthly cash flow statements and other reports, for monthly meetings of the Board, Executive Committee, and Finance Committee.

**Personnel:** Process new hire paperwork and verify employment. Process staff and musician payrolls. Prepare annual tax forms such as 1099s. Prepare and submit required union reports and pension payments. Administer staff 403(b) plan, including payment transfers.

### **Experience and qualifications:**

- Bachelor's degree in Accounting or Finance with 3-5 years experience in accounting, preferably in the non-profit sector.
- Solid understanding of general ledger, accounts payable, accounts receivable, billing and payroll systems.
- Thorough knowledge of all aspects of the accounting cycle and accounting rules.
- Knowledge of GAAP for Nonprofit organizations.
- Ability to prioritize and work accurately with close attention to detail.
- Strong time management and organizational skills with the ability to work independently.
- Excellent written and oral communication skills.

- Experience working effectively with a Board of Directors.
- Highest personal and professional integrity.
- Professional appearance and demeanor.

**Programs used:** QuickBooks, Paychex Preview, Theatre Manager, MS Office

**Compensation:** DOE, hourly. This is an independent contractor position.

**Hours:** Part time as needed, approximately one day per week (varies throughout the year).

**Application:** Send cover letter and resume to [jobs@berkeleysymphony.org](mailto:jobs@berkeleysymphony.org), with the word “Bookkeeper” in the subject line, or send to

Bookkeeper Position  
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