

BOOKKEEPER

A full-time position responsible for financial recordkeeping and reporting at Honolulu Theatre for Youth. This position reports to the Managing Director. Familiarity with fund accounting for a non profit is needed.

1. Accounts Payable – record, write checks, fulfill reimbursements keep bank balance current.
2. Accounts Receivable – oversee deposit procedures, record all payments received, code and enter all payments, donations, grants and other cash received into general ledger and accounts receivable if applicable.
3. Bill Schools and track payments
4. Reports - Prepare monthly financial reports.
5. Budgets and reports - Assist Managing Director in preparing annual budgets and reports plus other financial documents as needed.
6. Data entry of credit card purchases, cash receipt entry, box office, income.
7. Double check cash journal/income ledger, posting codes.
8. Update forms and invoices in conjunction with the Managing Director.
9. Create and format financial reports for granting and other organizations.
10. HR & Payroll-Keep employee records, track vacation & sick leave, prepare payroll, track health insurance payments and pay roll taxes.
11. Monitor filing of all quarterly & annual payroll tax reports.
12. Prepare and file taxes, including General Excise Tax, 1099 and any other applicable forms.
13. Work closely with the auditor to schedule the audit and filing of 990 and provide all necessary data and work sheets.
14. Make sure that all invoices are filed in a timely manner by artistic and drama education departments.
15. Other duties as assigned

Preferred Qualifications: High school diploma, college study preferred, CPA or accounting experience; familiarity with Quickbooks and MIP preferred; computer competency and ability to learn new programs with ease; pleasant telephone manner, good organizational & communication skills, a self-starter and problem solver.

To Apply:

Interested candidates should email a cover letter, resume, and the names & contact information of three references to Becky Dunning, Managing Director at manager@htyweb.org or mail to Honolulu Theatre for Youth, 1164 Bishop Street, Suite 910, Honolulu, HI 96813.