



POSITION: BOOKKEEPER

REPORTS TO: Executive Director

HOURS: Part-time (Approximately 5-6 hours per week)

About the Sheboygan Symphony Orchestra

The Sheboygan Symphony Orchestra is Wisconsin's longest continually running symphony orchestra. The SSO presents a series of live performances including masterworks, contemporary music and chamber music .

Overview

The Sheboygan Symphony Orchestra, a symphony orchestra and non-profit organization in Downtown Sheboygan, has an opening for a part-time bookkeeper. This person is responsible for the business operations of the Business Office, including occasional interactions with patrons. If you are detail-oriented and have accounting expertise, this is the perfect job for you!

Payroll:

For Sheboygan Symphony Orchestra, Chorus, and Youth Symphony
Be knowledgeable of federal and state rules and regulations for payroll processing of reports
Prepare staff payroll and maintain records as required by law
Prepare direct deposit transactions for orchestra musicians, conductors, and office staff
Prepare and cut all other musician checks (if direct deposit is not used)
Prepare and deposit monthly federal tax deposits at the bank
Prepare and mail monthly payroll state tax
Prepare and file quarterly 941 payroll report
Prepare and mail annual 1099s and W2 forms
Prepare and be responsible for annual worker's compensation audit

Financial:

For Sheboygan Symphony Orchestra, Chorus, and Sheboygan Symphony Youth Orchestra
Prepare bank deposits and record all money received in QuickBooks
Create report of donations for acknowledgement of donors
Prepare invoices when needed
Review and maintain all insurance documents

Review and complete lease agreements
Reconcile all bank statements
Manage CD investments
Prepare monthly financial statements for the treasurer
Prepare budget information for finance committee
Prepare final budget for the treasurer and board
Document and prepare information on financial contributions
Complete backup of QuickBooks Desktop and Sumac on financial flash drive kept off-site
Prepare and be responsible for annual financial audit
Prepare ASCAP, ASOL, AND BMI reports and payments

Duties and responsibilities

- Provide occasional excellent in-person and telephone customer service
- Participate in staff meetings as appropriate
- Support business office as needed/directed
- Other duties as assigned

Qualifications

- Knowledge of QuickBooks is extremely helpful and donor software a plus
- Experience working in Excel and Google Drive products
- Experience doing accounting for a non-profit organization is helpful
- Excellent customer service skills
- Keen attention to detail
- Comfortable with technology
- Exceptional time management skills
- Self-starter, independent worker
- Must project a positive, professional and polished image of the SSO at all times
- Must be flexible, adaptable, reliable and willing to take on new tasks as needed

Benefits and Compensation

- \$25/hour
- Complimentary parking
- Flexible hours
- SSO individual concert tickets are available upon request