



Bookkeeper

Position Description

The Purple Rose Theatre Company (PRTC) is a nationally acclaimed professional regional theatre founded by Jeff Daniels; a 501(c)3 nonprofit organization. We seek a part-time (25 hours a week) bookkeeper to work closely with managing director, director of donor engagement, company manager, other staff, and distinguished board members to further PRTC's mission and fundraising goals.

Essential Duties and Responsibilities

Maintain an accurate record of financial transactions, with high level detail. Update and maintain the general ledger. Reconciliation of entries into the accounting system. Recording of debits and credits. Maintain the trial balance, by a reconciliation of general ledgers. Pay bills weekly and run biweekly payroll for staff and artists. File payment remittance advice with unions. Process artistic staff budget advances. Oversee financial transactions at special events. Facilitate annual non-profit audit. File and pay taxes. Provide financial information for department budget planning, grants, Production meetings, and Board meetings. Participate in Opening Night events.

Required Knowledge, Skills and Abilities

- 5+ years bookkeeping experience
- Strong knowledge of non-profit financial practices (preferably in the arts)
- Demonstrate leadership, independence, integrity and strong communication skills
- Knowledge and/or experience with QuickBooks online, Bill.com, and Hubdoc
- Knowledge of donation pledges, including tracking and installment payments

Compensation/Benefits

- \$27.50/hour (25 hours per week)
- Flexible work from home or in the office schedule
- Paid vacation and sick time
- Simple IRA match program

About The Purple Rose Theatre Company

The Purple Rose Theatre Company (PRTC) is the home of world-class, original American theatre. The PRTC is a professional theatre company with roots in the Midwest that takes a handcrafted, artisanal approach to producing new and classic American plays that are nothing less than one-of-a-kind experiences. We are a 501(c)(3) not-for-profit professional theatre operating under an SPT (Small Professional Theatre) contract with the Actors' Equity Association.

To Apply

Send resume, cover letter, and salary requirement to Katie Hubbard, Managing Director, at khubbard@purplerosetheatre.org with "Bookkeeper" in the subject line. The Purple Rose Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.