

**Numerica Performing Arts Center
Wenatchee, Washington**

Accounting Services Manager
6/23/23

Overview:

The Accounting Services Manager is responsible for the organization, operation, and maintenance of The Numerica Performing Arts Center's account responsibilities. This position reports directly to the Director of Operations and is responsible to the Finance Committee.

Job Scope:

This is a Regular Part-time position, 20-30 hours per week, (potentially up to 40 hours during the training period). The position must be performed on site.

Primary Duties and Responsibilities:

The successful candidate must be able to perform the essential duties, with or without accommodation in the following areas:

- Maintain records for A/P, A/R, payroll, rentals, donations, pledges, Festival of Trees (FOT), event sponsorships and memberships.
- Audit box office receipts and daily sales reports
- Prepare regular financial reports, such as profit and loss statements, balance sheets, budgets and cash flow forecasts for the Executive Director
- Monitor policies and procedures for the payment of expenses and the collection of earned income.
- File monthly and quarterly taxes.
- Complete monthly bank and credit card reconciliations.
- Regularly communicate with the Executive Director and report essential financial/bookkeeping information.
- Regularly communicated with the Festival of Trees Director and treasurer regarding FOT financial/bookkeeping information.
- Assist in preparing reports for Board review.
- Maintain and organize a clear, safe, secure working environment.
- Enforce and adhere to all safety requirements.
- Enthusiastically and professionally participates in the promotion of the theater events, and attends all staff and other required meetings.

Working Conditions

The Accounting Services Manager works in a non-traditional office and theater environment. Must be able to traverse short distances and ascend/descend stairs regularly. May require flexibility in daily working hours.

Qualifications:

Experience and demonstrated competency with Quickbooks Accounting software. Proficient knowledge of principles of accounting. Three years of prior bookkeeping experience is preferred.

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Organization Skills

Prioritize the vital tasks and identify those that need to be done first, plan a sequence, prioritizes key action steps.

Attention to Details

Work with limited daily supervision, have a keen eye for details, ability to identify errors. Verifies important details, ensures there are no surprises or gaps in needed information.

Oral & Written Communication

Effective communication skills; speak clearly and persuasively in any situation; listen and respond well to questions; and participate in meetings. Write clearly and informatively; Able to read and interpret written information.

Integrity and Transparency

Maintain confidentiality of financial information, communicate openly and honestly with the Executive Director, take personal responsibility for the quality and content of the work. Take responsibility for mistakes and errors in the work.

Technical Skills

Skill and ability in information technology required to deliver programs and services; shared file systems; Microsoft Office Suite; DonorSnap and Showare or similar software

Analytical skills

Applies logical thinking and accounting principles to solve problems. Able to identify inconsistencies in data and information.

Hours and Salary:

This is a part-time position working 20-30 hours per week. Position is paid on an hourly basis of \$25-30per hour, DOE. The position is not eligible for health benefits.

To apply, please send your resume and a cover letter to J. Woody Lotts at woodyl@numericapac.org.