



Behnke Center for Contemporary Performance

STREET 100 West Roy Street
Seattle, Washington 98119

MAILING PO Box 19515
Seattle, Washington 98109-1515

Bookkeeper Job Description

Reports to: Finance Manager
Collaborates with: Development
Director, Director of Audience Services,
Patron Relations Specialist

On the Boards, Seattle's home for contemporary dance, theater and multidisciplinary performance, seeks an experienced Bookkeeper. This person is detail-oriented, and has proven success in a collaborative, fast-paced environment.

Organization Description:

On the Boards is a 39-year-old arts organization located in Seattle, Washington. We are celebrating our 40th anniversary in 2018 – and the 2018/2019 season will feature community and fundraising events, as well as a comprehensive fundraising campaign.

The organization owns and operates the Behnke Center for Contemporary Performance located in Seattle's Lower Queen Anne neighborhood. The facility includes multiple art and performances spaces, including the 300-seat Merrill Wright Theater, and a flexible Studio Theater.

OtB has repeatedly been the first art center in our region to introduce audiences to the world's most forward-thinking artists like Spalding Gray, Bebe Miller, Phillippe Quesne, The Wooster Group, Reggie Watts, Gisele Vienne, David Byrne, Laurie Anderson, Pat Graney, Crystal Pite, ZoelJuniper, Anne Teresa De Keersmaeker, Dayna Hanson, and Dani Tirrell. This extraordinary roster of artists, among many others have played a vital role in On the Boards' history, and its reputation in the field as one of the best places in the country to develop, perform, and view contemporary performance. Our next performance is Andrew Schneider's YOUARENOWHERE from October 18-21, 2018.

On the Boards operates with a \$1.58 million budget and a staff of 15. Our programming includes regional and international commissions and performance presentations, in addition to new initiatives that center a diversity of artists and their creative ideas, which increases a greater understanding of racial and social equity within our community. We also run OntheBoards.tv, a publishing platform that functions as a streaming subscription service and an archive for ground-breaking artistic projects and contemporary performances and is used in all 50 states, 157 countries, and by thousands of students at over 125 universities worldwide.

On the Boards has a well-earned reputation for hitting above its weight.

Organization Mission and Values:

On the Boards invests in leading contemporary performing artists near and far, and connects them to a diverse range of communities interested in forward-thinking art and ideas.

We believe if we are successful in our work that we can grow our field, enrich people's lives, and contribute to civic and global dialogues.

We value:

- artistic risks while being fiscally responsible;
- leadership in our field and the multiple communities we serve to strategically advance the role contemporary artists play in society;
- racial and social equity, and accountability;
- provocative art as a vehicle to connect people of diverse backgrounds and perspectives;
- our regional creative community as we engage with international artists and peers;
- professional and transparent management.

A Note About On the Boards Workplace Culture:

On the Boards honors collaboration, respect, humor, and the humanity of its employees, Board members, and volunteers. We regularly acknowledge that life happens, friends and family are important, and that working in a small non-profit is much better with likable, hard-working colleagues. On the Boards is made up, at every level, of individuals who will change the light bulbs, empty a trash can when needed, or step up to represent the organization in a professional and energetic way.

The organization is prioritizing racial equity in the workplace. An equity task force, made up of staff and board members, has implemented regular trainings and workshops and has developed an equity toolkit for decision-making. Our work is ongoing, and we are looking for a new member of our team whose experience and qualifications can help us make our workplace and practices more racially equitable.

Key Responsibilities:

- Develop and oversee the accurate processing, tracking, and recording of all financial transactions according to On the Boards' standard procedures: 1) accounts payable on a consistent schedule, with payments allocated to the correct budget category in the chart of accounts; 2) accounts receivable following On the Boards' invoicing procedures.
- Maintain up-to-date and accurate payroll, timecard, tax status, health benefit and other personnel records, and submit payroll and taxes on a semi-monthly basis.
- Reconcile all transactions in the general ledger in accordance with GAAP on a monthly basis.
- Reconcile all earned and contributed income with PatronManager.
- Reconcile reports and create payments to OntheBoards.tv featured artists and partners.
- Invoice OntheBoards.tv academic subscribers and process payments to activate subscriptions.
- Pay taxes and fees and prepare accompanying returns for city, county, state, and federal agencies.
- Prepare and make bank deposits.
- Maintain an up-to-date, organized, and easily accessible filing system of past financial records.
- Maintain inventory records and reconciliations.
- Issue regular financial reports for review and use by management and finance committee.
- Assist in assembling information for external auditors for the annual audit.
- Provide administrative support to management as requested.

Qualifications:

- Minimum two years of non-profit bookkeeping experience, including payroll.
- Working knowledge of the QuickBooks accounting software packages.
- Intermediate or above skills working in Excel.
- Familiarity with Salesforce/PatronManager a plus.
- Proven organizational and time management skills.
- Highly accurate with attention to detail, ability to work independently.
- Excellent written and oral communication skills

General Information:

Status: Part-time non-exempt (average of 18 hours a week, schedule may fluctuate due to accounting cycle deadlines)
Reports to: Finance Manager
Compensation: \$18-22 per hour, DOE
Benefits: Subsidized ORCA e-purse or parking pass; pro-rated sick and vacation leave; complimentary tickets to OtB performances.

To Apply:

Email cover letter, resume and three professional references to jobs@ontheboards.org (subject line: Bookkeeper Search). Position open until filled, with interviews to begin the week of October 22. Final candidates will be subject to a background check.

On the Boards is an equal opportunity employer and is committed to a diverse, accessible workplace, and to supporting our staff with ongoing career development opportunities. Our building and offices are ADA accessible and we strive to make any additional accommodations. People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. Must have, or be willing to acquire, legal authorization to work in the United States.