



Bookkeeper

Brava! for Women in the Arts is a professional arts non-profit organization that owns and operates Brava Theater Center. Brava cultivates the artistic expression of women, people of color, youth, 2SLGBTQIA+ and other underrepresented voices. For more information visit brava.org.

Position Description

The Bookkeeper supports the organization's financial needs and will provide execution of financial activities to support our organizational goals. The bookkeeper is responsible for overseeing and reconciling all financial transactions using QuickBooks Online. The role requires the capacity to manage priorities, meet deadlines independently, and have a keen eye for detail. The Bookkeeper will report to the Executive Director and the Managing Director.

Duties & Responsibilities

Works with Brava's Managing Director and Operations Director to

- Manage and prepare all documents for the annual financial audits and tax returns
 - Document preparation for organization's auditor,
 - Facilitate the site visits and post-site visit communications,
 - Enter all AJE's and finalize audits and 990 tax returns
- Reconcile all bank accounts monthly
- Reconcile Quickbooks with online payment portals such as Patron Manager (donor / ticketing database), Square Card, Paypal, Venmo, etc
- Work with Brava's Operation Director in maintaining documentation of receipts and invoices for disbursements for accounts payable and accounts receivable
- Make weekly, biweekly and monthly journal entries for payroll, accounts payable, liabilities and other Balance Sheet adjustments
- Maintain schedules of fixed assets, depreciation, and in-kind donations
- Maintain an accurate record of financial transactions
- Update and maintain the general ledger
- Maintain the trial balance, by a reconciliation of general ledgers
- Account reconciliation to assert the accuracy of transactions
- Use knowledge of local laws to comply with reporting requirements
- Monitor variances from the projected budget

Qualifications

- Basic accounting knowledge and accounting best practices
- Knowledge of IFRS, U.S GAAP
- Data entry skills
- High attention to detail



- Produce work with a high level of accuracy
- Professionalism and organization skills
- Associates degree or at least one year of experience
- Knowledge of Quickbooks Online
- Ability to work collaboratively with a team.
- Excellent communication skills

Hours & Compensation

\$60 - \$70 per hour for 6 - 10 hours a week average over a year.

Please submit a cover letter and resume to Frankie Burton, frankie@brava.org