

Tennessee Shakespeare Company

Part-time, Salaried Employee Position: Bookkeeper

Beginning: Immediately

About Tennessee Shakespeare Company:

Founded in 2008, TSC is the Mid-South's professional, classical theatre, education, and training organization. TSC produces in all three areas year-round in its own facility at 7590 Trinity Road, throughout the Memphis area, and the southeastern United States. It employs all of the performing arts unions and brings artists in from all over North America to perform and tour. TSC performs, teaches, and works in its 18,000 sq/ft facility with an operating budget of over \$1,000,000.

Hiring Timeline:

Immediately, with in-person transition with current TSC Bookkeeper.

Annual Salary:

Part-time, salaried employee at \$26,000.

Hours:

20 per week, Monday-Friday, between 8am-5pm, with flexibility; some remote work permitted.

About the position:

The Bookkeeper is responsible for all general bookkeeping activity, including bank reconciliation, monthly journalizing, posting transactions, monthly reporting, invoicing, negotiating billing discrepancies, accounts payable/receivable, audit/tax-filing support, processing performers' unions contracts/dues, annual budget support, and payroll.

Must be experienced with Online QuickBooks software and not-for-profit bookkeeping and reporting.

The Bookkeeper is assisted by TSC's Office Manager for 1-2 hours per week in the following tasks: A/P entering of invoices and credit card transactions; printing A/P checks, getting signed, and mailing out; entering checks and credit card payments received, and depositing to bank; setting up new employees and entering A/P.

This position reports directly to the Producing Artistic Director, and will work in coordination and collaboration with the Office Manager, Education and Outreach Director, and Production Manager as budgeting, grants, and projects direct.

The Bookkeeper will have one week (Monday-Friday) paid Personal leave with one month's prior approval (as able, but mostly for long-term away requests) from Producing Artistic Director.

Paid holidays include Thanksgiving Day, Christmas Day, and New Year's Day, when the office will be closed for business.

Next Actions:

Qualified applicants should send a cover letter outlining interest, experience, and potential fit for the position along with a resume that includes a history of not-for-profit and bookkeeping success, and up to three professional references to Dan McCleary, Producing Artistic Director, at danmccleary@tnshakespeare.org.

No phone calls, please. We thank all applicants for their interest; only those selected for an interview will be contacted.

Tennessee Shakespeare Company is an Equal Opportunity/Access Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, or veteran status. Only qualified candidates need apply.