

Actors Theatre of Louisville
Accounting Assistant (part-time)
Posted March, 2018

Position: Accounting Assistance (part-time)
Reports To: Accounting Coordinator
Department: Finance
FLSA: Non-Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Accounting Assistance (part-time). **The job will require 15 to 25 hours per week based upon the seasonal needs of the organization.**

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

Summary of Position:

The Accounting Assistant (part-time) will handle data entry and file maintenance of accounts payable, accounts receivable and other aspects of the accounting office of a major resident theatre company. The job will require 15 to 25 hours per week based upon the needs of the organization.

The Essential Functions include, but are not limited to, the following:

Essential Functions:

- Review accounts payable invoices for accuracy and proper documentation; data entry of invoices utilizing computerized accounting system.
- Process account payable payments by check, phone and online payments; record vendor payments on cash control documents to ensure proper tracking of cash balances.
- Reconcile cleared payments on bank website to ensure validity of all bank debits on a daily basis.
- Review vendor and credit card statements, requesting copies of missing invoices and receipts; coordinate with expense managers to ensure invoices are submitted for processing according to financial policy.
- Maintain general vendor relations including maintenance of authorized purchasers list when appropriate.
- Maintain filing of accounts payable documents and other department related materials.
- Process daily deposits at appropriate banking institutions.
- Obtain W9's from vendors and update 1099 vendor information in accounting system.
- Assist other departments and vendors with accounts payable inquiries.
- Assist with annual audit.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general accounting.
- Excellent communication skills – both verbal and written.
- Outstanding time management and organizational skills with attention to detail.
- Excellent computer skills including proficiency in Microsoft Excel and Word, and a working knowledge of accounting software.
- Data entry and word processing skills.
- Ability to handle confidential information.
- Ability to manage multiple projects with competing demands while maintaining commitment to excellence.
- Ability to perform filing and record keepings tasks.
- Ability to unite and collaborate with staff, stakeholders and vendors.
- Ability to work with grace under pressure of multiple deadlines.

Minimum Qualifications:

- Two (2) years of experience with accounts payable data entry and filing.
- Successfully pass a Microsoft Excel and Microsoft Word evaluation exercise.
- Be able to contact vendors, interpret invoices and purchase order information, and enter data into theatre's accounting system using the English language.
- Prior use of an accounting software.
- Must be able to work in a seated position at a computer workstation for the majority of workday.

Preferred Qualification:

- Proficient in the functionality of office copy machines.
- Skilled in use of a 10 key adding machine.

Compensation:

This position is not eligible for benefits.

To Apply:

Applicants interested in applying for this position must email resume to:

Jason Acree, Accounting Coordinator
jacree@actorstheatre.org

cc: Marie Tull, Human Resources Manager
mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.