

Position: Junior Accountant
Department: Business Office
Reports To: Business Office Director

Position Overview

The Junior Accountant supports the financial operations of The Sofia, Home of B Street Theatre, by performing day-to-day accounting and related administrative functions. Reporting to the Business Office Director, this role assists the Business Office in maintaining accurate financial records through the timely processing of accounts payable and receivable, supporting payroll administration, tracking fundraising activity, and helping ensure staff follow established financial procedures.

This position works on-site in the Business Office and is not a remote role.

Key Responsibilities

- Process accounts payable including obtaining approvals, entering invoices into Quickbooks, and maintaining vendor records.
- Support the monthly bank and credit card reconciliation process and assist with resolving discrepancies.
- Assist with timecard review and weekly payroll preparation to ensure timely and accurate payment of wages.
- Maintain organized financial records and filing systems, both digital and physical.
- Record accounts receivable invoices and payments in Quickbooks, ensuring accuracy and timeliness of deposits.
- Maintain the highest level of confidentiality with financial and personnel information.
- Assist with the annual 1099 reporting process by collecting Forms W-9, maintaining vendor tax information, and contacting vendors as needed to obtain required documentation.
- Support adherence to established financial procedures by ensuring required documentation and approvals are obtained.
- Provide additional administrative support to the Business Office related to accounting, payroll, human resources, safety, and organizational compliance.
- Assist the administrative office with ordering supplies and conducting inventory where needed.
- Support fundraising and organization-wide events, as needed.

Required Qualifications

- Bachelor's degree in Accounting or Finance, equivalent accounting work experience, or a combination of both required.
- 1-2 years nonprofit accounting experience preferred.

- Experience with QuickBooks preferred.
- Proficiency with Microsoft Office 365 applications, particularly Excel, Outlook, and Teams.
- Demonstrated organizational skills with the ability to prioritize tasks and manage multiple responsibilities efficiently.
- Strong attention to detail and commitment to accuracy.
- Excellent communication skills and a collaborative, team-oriented approach.
- Strong commitment to inclusion, diversity, equity, and accessibility.
- Able to pass a DOJ background check.

Salary & Benefits

- \$22.50-23.50/hour, nonexempt
- Full-time, 40 hours/week
- 401(k): Available to employees age 21 and older following a waiting period.
- Dental, vision, chiropractic, and acupuncture insurance available after 90 days (partially subsidized).
- Company-paid life insurance after 90 days.
- Paid to see our shows!

To apply, please send a resume and cover letter to jobs@bstreettheatre.org. Attention to detail is essential: to highlight your ability to follow directions, when writing your cover letter, include the word “mango” in a sentence.