



Office Manager and Bookkeeper

The Office Manager and Bookkeeper is responsible for implementing the day-to-day administrative and bookkeeping tasks related to the organization, as well as general administrative offices management. The Office Manager and Bookkeeper reports to the Producing Artistic Director (PAD) on tasks related to administration.

The Office Manager and Bookkeeper plays a vital role in the tactical implementation of the organization's financial and business-related initiatives and works closely with other staff members to achieve the organization's goals as they relate to the management of a successful, non-profit regional theater.

Responsibilities include, but are not limited to:

Primary Responsibilities: The Office Manager and Bookkeeper: 1) oversees and implements the organization's day-to-day bookkeeping tasks; 2) implements organizations payroll objectives and assists with organization's human resources processes; 3) interfaces with patrons and donors as it pertains to moneys received and patron/patron acknowledgements; and 4) plays a supporting role in insurance policy implementation, assisting with monthly internal financial statements

Secondary Responsibilities: The Office Manager and Bookkeeper: 1) oversees general administrative office oversight; 2) oversees administrative spaces, scheduling, and cleaning; and 3) plays an ongoing role in patron relations, including but not limited to front of house tasks and participation and support in development and patron events as needed.

Overview:

Under the direction of the Producing Artistic Director, responsibilities include: financial recording including but not limited to invoicing, payments deposits, cash counting, petty cash and flow, credit card transactions, tax-deduction letters, and support with database maintenance regarding patrons (enrollments, donors, ticket sales).

Additionally, other responsibilities include assisting with tax filing, assisting with communication flow throughout the organization, maintenance of appropriate records, and any other financial and confidential duties. This position assists with preparation and implementation of regularly scheduled audits, as well as provides support for the application processes for various licenses including but not limited to business, liquor, and annual non-profit licenses.

The Office Manager and Bookkeeper will work in an integrated environment with all departments, especially development and patron relations departments, production (as it pertains to payroll), and education (as it pertains to enrollments and payroll). Internally, this position interfaces with all areas of the organization.

The Office Manager and Bookkeeper will maintain an awareness of generally accepted administrative practices as they pertain to the non-profit and/or small business sector. S/he will develop measurable strategic goals that have direct impact on Lake Dillon Theatre Company administrative processes. Additionally, this position will coordinate with the other key board members (IE: Treasurer) and committees (IE: Finance, Executive) as well as other non-identified individuals and groups, to fulfill responsibilities.

General/Organizational Expectations:

These competencies are to be demonstrated by everyone in employed at the Lake Dillon Theatre Company. They represent a standard of expectancy as it relates to the organizations core values.

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring the LDTC policies

- **Customer focus:** Striving for the highest customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our organization
- **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, keeping others informed
- **Collegiality:** Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through
- **Efficiency:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement
- **People management (for those with direct reports):** Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable

Disclaimer:

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description, and other duties, as assigned, might be part of the job.

Qualifications/Required Skills:

Ideal candidates have a minimum Associates degree in a related field with 4+ years of bookkeeping or accounting experience in a related field. Good organizational and administrative skills with the ability to multi-task. Excellent interpersonal skills. Ability to work independently and be a team player with excellent time management and people management skills. Intermediate computer skills in PC and/or MAC systems. Proficient in Quickbooks or other accounting systems, as well as web and social media outlets a necessity. This position required a flexible schedule with the expectation of working some evenings, weekends, and holidays throughout the year. Experience working on software programs including content management systems preferred.