



Job Title: Bookkeeper and Office Manager

Supervisors: LDTC Producing Artistic Director

Position Type: Full time, salaried with benefits

Overview: The Bookkeeper and Office Manager will work as part of a team to assist administrative and financial tasks, including but not limited to (confidential) invoicing, payments, deposits, cash counting, petty cash and flow, credit card information, tax-deduction letters, responsible for all payroll, and database maintenance regarding donor and membership.

Additionally, several annual responsibilities include assistance with tax filing, audit preparation, annual reports, maintenance of appropriate records and any other financial and confidential duties.

The Bookkeeper and Office Manager will assist with other non-identified tasks related to the field of patron development, fundraising, and front of house procedures.

Requirements: The qualified candidate must have education, training, and/or experience in bookkeeping or a similar field. S/he must have customer service experience and outstanding communication skills. S/he must be a team player with excellent time-management and people management skills. S/he must be capable of lifting up to 30 lbs and be able to fulfill job tasks related to administration responsibilities. S/he must be available for flexible hours, including weekends and some holidays. Candidate must have intermediate computer skills in Quickbooks, Microsoft Office, Powerpoint, etc and have experience working on various software programs including content management systems.

Stipend/salary: Salary \$40k-48k

Time Period: This position begins immediately. All scheduling must be approved by Producing Artistic Director.

Process: Please send a cover letter and a professional resume with three professional references to the Lake Dillon Theatre. The LDTC Producing Artistic Director will review candidates and schedule interviews immediately. For information about the LDTC, please visit the website at www.lakedillontheatre.org.

Mail Materials to: Chris Alleman, LDTC, PO Box 1759 Silverthorne, CO 80498
Email chris@lakedillontheatre.org
No phone inquiries please.