



LYRIC THEATRE OF OKLAHOMA

JOB DESCRIPTION

JOB TITLE: Part-Time Accounting Clerk or Bookkeeper

REPORTS TO: Finance Manager

OVERVIEW: The Bookkeeper will be responsible for processing financial transactions, including accounts payable, accounts receivable, and credit card reconciliations.

The ideal candidate has bookkeeping experience, thrives in a fast-paced environment, and can troubleshoot accounting issues as they arise. They have customer service experience, demonstrated enthusiasm for the arts, and can work collaboratively with colleagues across a growing organization.

This position is classified as part-time non-exempt. The Lyric Theatre of Oklahoma is an EOE (equal opportunity employer).

This is a part-time position working 20 - 25 hours per week.

Essential Job Functions:

- Record financial transactions, such as purchases, expenses, sales, and payments
- Manage accounts payable and receivable
- Reconcile and post monthly credit card statements
- Obtain required W-9 forms and maintain vendor files
- Maintain and reconcile petty cash accounts
- Prepare bank deposits
- Prepare and distribute department reports
- Assist with Finance and Endowment meeting preparations
- Prepare and distribute annual 1099s
- Assist in modernizing financial systems and identify process improvement opportunities

Additional Responsibilities:

- Assist with annual financial audits
- Serve as backup for the Payroll Administrator in their absence
- Other duties as assigned

Education/Experience:

- High school diploma or equivalent
- Associate's degree in a business-related field (preferred but not required)
- Minimum of 3 years of experience in a business office setting
- Minimum of 3 years of bookkeeping experience



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Required Knowledge, Skills, and Abilities:

- Experience in bookkeeping, financial data management, or related fields
- Proficiency in bookkeeping software like QuickBooks or NetSuite
- Knowledge of accounting principles and GAAP
- Detail oriented
- Strong verbal and written communication skills
- Honesty and discretion when working with sensitive information

By signing and acknowledging this Job Description, I verify that I understand all my duties, that I am physically able to perform all these duties and that I understand that unsatisfactory performance may lead to termination of employment.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____