



LYRIC THEATRE OF OKLAHOMA

JOB DESCRIPTION

JOB TITLE: Part-Time Bookkeeper

REPORTS TO: Director of Finance

WORK SCHEDULE: On-Site, Monday - Thursday 10:00 am - 3:00 pm

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 possess customer service experience, demonstrate enthusiasm for the arts, and can collaborate effectively 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).

Essential Job Functions:

- Record financial transactions, such as purchases, expenses, sales, and payments
- Manage accounts payable process
- Obtain required W-9 forms and maintain vendor files
- Process payments for payroll liabilities
- Assist with accounts receivable
- Maintain and reconcile petty cash accounts
- Prepare, review, and distribute departmental financial reports
- Assist with Finance and Endowment meeting preparations
- Prepare, review, and distribute annual 1099s
- Assist in modernizing financial systems and identifying 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 accounting or business-related field (preferred but not required)
- Minimum of 3 years of bookkeeping experience
- Minimum of 3 years of experience using QuickBooks Online
- Minimum of 3 years of experience using Microsoft 365
- Minimum of 1 year of experience using Paycom payroll software



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Required Knowledge, Skills, and Abilities:

- Experience in bookkeeping, financial data management, or related fields
- Proficiency in using QuickBooks Online
- Proficiency in using Microsoft 365 products: Excel, Word, and Outlook
- Proficiency in using Adobe
- Knowledge of accounting principles and GAAP
- Detail-oriented
- Strong verbal and written communication skills
- Honesty and discretion when working with sensitive information
- Problem-solving skills
- Positive can-do attitude

Physical Requirements:

Must be able to lift and/or move up to 25 pounds. Sitting and standing for periods longer than an hour may be required. Spending time on a computer in an environment of moderate noise levels is required. Repetitive movement of hands and fingers - typing and/or writing. Frequent standing and/or sitting. Occasional walking, stooping, kneeling, or crouching. Reach with hands and arms.

To Apply:

Please email resumes to business@lyrictheatreokc.com