

Dance New England Bookkeeper Job Description

Overview:

Act as the bookkeeper for Dance New England (DNE), an educational non-profit 501c3 organization. Each August DNE runs an approximately 11-day dance gathering (Dance Camp), attended by about 500 participants. There may be other events taking place throughout the year, but Dance Camp is the largest component of the job.

Financial activity is generally concentrated from June to October each year and again in the following January and March for financial budgeting and planning. Bookkeeper is encouraged to attend Dance Camp and is required to attend the two annual budget meetings and monthly Finance Committee Meetings and one annual Community Meeting. Other than Dance Camp itself, meetings will typically be conducted over the internet.

We estimate this to be a part time position of about 350hrs/yr.

Compensation will be commensurate with experience

Position will be supervised by the Treasurer, who is overseen by the Board of Directors.

General Responsibilities:

- Maintaining DNE's books in an accurate fashion using bookkeeping methods to keep the books reconciled. DNE will provide the bookkeeper with DNE's bookkeeping systems. General bookkeeping is done using QuickBooks.
- Collecting and managing all of DNE's financial information, and storing these records in a manner that makes them available to government agencies as required by law, and to the DNE Board of Directors and others to whom they delegate this access.
- May also be involved in entering transactions into the registration database and supporting camper registrations during very busy arrival times.
- Additional portions of our bookkeeping system require the use of Microsoft Excel.
- Payroll, experience with Gusto payroll service a plus.

Specific Responsibilities:

- Maintaining DNE's checking account and DNE's bookkeeping systems. Filing of all DNE finance related documents (vendor invoices, disbursement requests, contracts, etc.)
- Receiving reimbursement requests from all DNE subcontractors, and volunteers, checking them, and preparing payment checks
- Volume of general ledger transactions are about 4000.
- Approximately 2,000 registration transactions are handled by the registrar, for which you will have reconciling responsibility, as well as generating refunds and recording unpaid balances.

- Reconciliation of cash from our accounting books to the bank, reviewing outstanding checks
- Responsible for all requests and timely payment for reimbursement.
- Monitoring of committee expenses to ensure that they are within budget.
- Working with the Program and Operations Managers as well as the Executive Team tracking registration income and comparing it to projections.
- Reconciling the books with bank records after camp.
- Preparing all reporting forms required by the government and filing them after review.
- At the event (remotely if necessary) and prior to the start of Camp, reconciling cash and preparing checks for vendors and subcontractors, gathering information from work area heads, registrar and work exchange coordinator(s) and working with registrar to help assure all information gathered by them is complete and final, and registration fees paid by all attendees possible, prior to the end of camp and that as many payments as possible can be completed at camp.
- Assist the Treasurer and budget committee at annual budget decision-making meetings in February and March and all DNE members at the annual community meeting.
- Skills in Accounting, QuickBooks, Excel and general knowledge of databases.
- The DNE Treasurer/current Bookkeeper will be available to answer any questions about DNE's bookkeeping.
- Working closely with DNE's Operations Coordinator and/or Programming Manager (previously with the Managing Coordinator) throughout the budgeting, fundraising, and reimbursement processes.

As related to DNE's current database

- Portions of DNE's bookkeeping system require the running of queries and accessing data in DNE's custom Registration Database.
- Experience with Salesforce is a plus.
- The DNE Treasurer/current Bookkeeper will train you in our bookkeeping systems.
- You will have reconciling responsibility for registration transactions, which are handled by the registrar on our database.
- Reconciling the books with the registration database after camp.

DNE does not discriminate

- We believe that the more diverse and inclusive the DNE community is, the richer our collective dance becomes. Our community has firm roots in consensus process and non-violent communication. We are committed to celebrating all dimensions of diversity in the workplace equally, and ensuring that everyone feels a sense of belonging.
- DNE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

- All qualified applicants are encouraged to apply. Interviews will take place via Zoom, and we are happy to make reasonable accommodations to increase accessibility for candidates with disabilities.