

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title: Accounting Assistant
Part-time/Non-exempt

Position Overview

California Shakespeare Theater (Cal Shakes) seeks an Accounting Assistant to join our Finance and HR team. The Accounting Assistant will be handling day-to-day accounting tasks in A/R and A/P. This is a part-time, permanent position requiring 20 hours per week.

The Organization

Description: With an outdoor main stage performance venue in Orinda and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. Cal Shakes has an inclusive work environment and actively embraces a plurality of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion Statement: At Cal Shakes, we believe that equity is a practice. Our actions-- both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Duties and Responsibilities

Fulfillment of these responsibilities is accomplished in the following ways:

Accounts Payable support (40%):

- Enter invoices and code payments to appropriate accounts for accurate posting
- Reconcile corporate credit card
- File and maintain vendor documents on the drive

Accounts Receivable support (40%):

- Receive and record check and ACH payments, prepare deposits, and take them to the bank. Must have reliable transportation.

Special projects and other duties as required (20%)

Qualifications

Successful candidates will:

- Share a respect for diversity of backgrounds and voices
- Be a responsive and reliable communicator
- Be highly organized with attention to detail
- Know basic accounting principles
- Work efficiently and precisely and meet deadlines
- Have strong skills in QuickBooks, Excel, Word and Google Docs.
- Knowledge of other online accounting platforms such as Bill and Expensify a plus
- Ability to work effectively both independently and in a team environment

Supervision

The Accounting Assistant reports to the Accounting Manager. The position can be 75% remote but requires on-site one day a week to make bank deposits. Flexible schedule but would like a commitment to certain days and hours once established.

Salary

\$22-25 per hour, depending on experience

Position

This is a part-time permanent non-exempt position of 20 hours per week.

Please submit cover letter and résumé to:

Accounting Assistant

California Shakespeare Theater

21 Orinda Way, Suite C PMB 509

Orinda, CA 94563

Email: mdimon@calshakes.org (using "Accounting Assistant" in subject line)

-California Shakespeare Theater is an Equal Opportunity Employer and has an inclusive work environment that actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.