



TITLE: BOOKKEEPER/ADMINISTRATIVE ASSISTANT

Reports To: Chief Financial Officer	FT/PT: Part-Time 30 hrs. per Wk.
FLSA Classification: Hourly	Department: Admin
Last Updated: May 5, 2023	Signature:

JOB SUMMARY:

The Bookkeeper/Administrative Assistant manages various Business Office and Accounting functions. They are responsible for accounts payable, payroll and various office and human resources administrative functions.

ESSENTIAL FUNCTIONS:

Bookkeeping and Administration

1. Make bank deposits.
2. Prepare checks for signatures.
3. Monitor accounts payable and schedule and process vendor invoices and payments. Maintain relationships and communications with vendors as needed.
4. Process payment to and reconcile credit card accounts.
5. Maintain product inventory records.
6. Compute and process state sales taxes as necessary.
7. Assist with the annual audit and respond to auditors' requests for information.
8. Keep an updated inventory of office equipment/fixed asset list.
9. Maintain all bookkeeping and filing records including electronic files.
10. Responsible for distributing and collecting completed employee forms.
11. Process and manage all aspects of payroll and employee benefits. This includes preparing payroll, tracking all benefits, and resolving problems, and providing payroll reports on a monthly basis.
12. Maintain confidential employee files.
13. Purchase and maintain up-to-date inventory of office supplies.
14. Perform miscellaneous administrative tasks, including filing.
15. Enter and reconcile data and prepare reports from camp registration system.
16. Develop and manage office policies, procedures, and process improvements in collaboration with relevant staff.
17. Support the coordination of activities with other staff in order to carry out the mission of Circus Smirkus.

KNOWLEDGE AND EXPERIENCE:

1. Minimum of three years of progressively more responsible work experience in a general office environment.

2. One to three years of bookkeeping experience, including familiarity with payroll processing.
3. Strong organizational skills and ability to handle competing priorities.
4. Very good oral and written communication skills.
5. Basic understanding of MS Office applications (MS Word, Excel, etc.) and electronic filing systems (OneDrive, Dropbox, Google Drive).
6. Accuracy and attention to detail.
7. Experience working in non-profit sector preferred.

WORKING CONDITIONS:

Work is on-site in an indoor office setting and remote. Onsite increases during the Circus Season (June thru August).

PHYSICAL DEMANDS:

Work involves standing, walking, bending, kneeling, reaching, stooping, hearing, and communicating effectively. May be requested to drive locally for pick up and deliveries, etc.

SUPERVISION:

Supervision is received from the Chief Financial Officer.

A PROMISE OF INCLUSION

Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine—both in and out of the ring.