



Accounting Assistant

Job Title: Accounting Assistant
Department: Operations

Hourly Rate: \$22 - \$27
Status: Part Time, Non-Exempt

Reports To: Managing Director

To Apply: [Click Here](#)

Music Theater Heritage (MTH) is an innovative and imaginative professional arts organization – dedicated to the appreciation and historical understanding of the American Musical and its contributions to our culture. MTH entertains and educates current and future generations with persistent focus on equity, diversity, and inclusion for today's performing talent and tomorrow's developing artists. MTH operates as a fully professional Equity Theater welcoming nearly 50,000 people annually to Crown Center. MTH houses three theatrical stages, production facilities, studio space, and two public lobbies.

Job Summary: We are seeking a highly motivated, organized, and strategic individual to join our organization as an Accounting Assistant. The Accounting Assistant is responsible for assisting the Managing Director with accounting duties including, but not limited to, payroll, accounts payable, accounts receivable, monthly reconciliations, reporting, and the annual audit. It is the responsibility of the Accounting Assistant to ensure accurate bookkeeping and timely reporting to the Managing Director. This position will be mostly virtual with limited in-person requirements.

Key Responsibilities:

- Running bi-weekly payroll for W-2 employees and contractors and weekly payroll for production team members when in production
- Processing and paying invoices for accounts payable and sending invoices and collecting payments for accounts receivable
- Assisting the Managing Director and 3rd party accountants with monthly reconciliations
- Preparing financial reports for the Managing Director to present to the Chief Executive and the Board of Directors
- Assisting the Managing Director with an annual audit
- Strategizing with the Managing Director on ways to streamline finance processes and reduce operation expenses
- Other duties as assigned by the Managing Director

Qualifications:

- Bachelor's Degree or higher; emphasis on Accounting is preferred but not required
- Experience in QuickBooks, or similar accounting software is preferred
- Experience in Bill.com, or similar accounts payable/receivable software is preferred
- Experience in monthly reconciliations, including credit card reconciliations is preferred
- Strong math, problem solving, and communication skills
- Exceptional attention to detail
- Ability to work independently and part of a collaborative team
- Able to lift up to 25 pounds

How to apply:

If you are self motivated and have a passion for accounting and theater arts, we encourage you to apply! Please send a resume and letter of interest to jobs@mthkc.com with the subject line "Accounting Assistant." No phone calls please.