CHILDSPLAY

Ever wanted to feel like you were a part of something exciting? Childsplay, a professional theatre for young audiences in Tempe, Arizona seeks an energetic and detail oriented individual to join our administrative team as a full cycle **Bookkeeper**.

In this role, the Bookkeeper is part of an ensemble that celebrates learning and creativity, encourages innovation, and provides multiple opportunities for professional growth. The work at Childsplay is fast, furious and extremely rewarding. We offer a terrific family environment and the fulfillment of working for a company with a real mission to improve the lives of young people through the arts.

Responsibilities
- Develop an in depth knowledge of Childsplay's programs and work together with the ensemble to ensure accurate data reporting
- Adhere to Childsplay's accounting and financial policies and procedures
- Complete payroll processing including employee file maintenance utilizing a third party payroll service. Work with HR Manager and General Manager on human resource integration.
- Process all income, expenses and their related maintenance requirements
- Perform monthly account reconciliations and manage month-end close process
- Create internal monthly financial statements, attend monthly finance committee meeting and bi-monthly board meetings
- Create program grant budgets and follow-up reports
- Complete industry surveys
- Maintain all accounting documents and essential company records
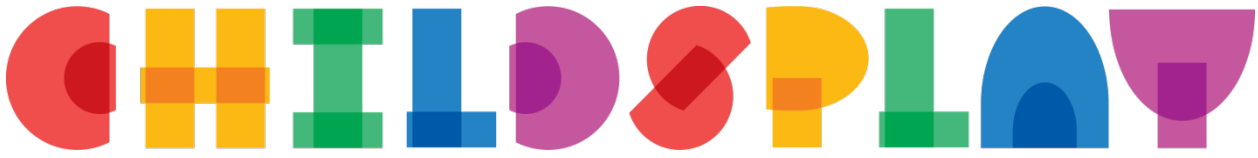- Participate in annual budgeting, audit and tax form creation

Qualifications
The ideal candidate will possess:
- A bachelor's degree in a related discipline (i.e. accounting/finance, non-profit management) **and** a minimum year of professional experience **OR** equivalent combination of education and experience
- Experience with QuickBooks and payroll processing
- Experience with Microsoft Office applications especially Excel
- High level of integrity and discretion
- Excellent time management and organizational skills with ability to manage multiple tasks, deadlines and priorities
- Ability to communicate effectively across diverse personalities and departments
- A valid driver's license
- Background check is required

You'll be a great fit if:
- You stay cool under pressure and can laugh easily
- You are self-directed and eager to grow. When given a starting point, you are comfortable stepping up and taking ownership.
- You are always learning and enthusiastic about being part of an evolving organization.
- You thrive in collaborative environments
- You have a passion for the arts, education, and Childsplay's mission and the ability to advocate for arts and youth in our community.

This is a full time exempt position of 35 hours per week. Salary is $35,000-$40,000 annually plus benefits. Childsplay has a casual office environment and dress code. The company offers multiple meaningful opportunities for professional development and learning for all employees.

Applicants should submit a cover letter and resume via email with the subject line *Bookkeeper Application* to Ellen Conn at econn@childsplayaz.org. No phone calls please. We will contact candidates whose skill sets, education, and experience meets the requirements for the job.

Childsplay values equity, diversity, and inclusion throughout our organization, programs and audiences. We are committed to giving underrepresented artists a safe space to create art and community. By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: imagination and wonder.

Founded in 1977, Childsplay's mission is "*to create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood, that are the keys to the future.*"

 Please visit our website at www.childsplayaz.org for additional information about the company, our programs, and our work in the community.