



Title: Bookkeeper (Part-Time)

Summary of Position

The Bookkeeper is a member of the Operations team, supporting the Chief Financial & Operating Officer, and will primarily support the financial management of a \$3M budget organization. The position will focus on bookkeeping duties and assist with the preparation of financial reports that present CMCB's assets, liabilities, revenues and expenses, and other financial activities. Duties include but are not limited to: general ledger maintenance, bank and account reconciliations, financial and budget report preparations, monitoring internal controls, and expense allocations. The individual will come with sound judgment, strong organizational, problem-solving, and time management skills. High degree of accuracy and attention to detail is required.

Status: Part-Time, non-exempt (10 – 20 hours per week)

Start Date: November – December 2021

Reports to: Chief Financial & Operating Officer

Works Closely With: Chief Financial & Operating Officer (CFOO), Human Resources & Business Office Manager, Operations Staff, Advancement Staff, Community Engagement Programs Staff, Executive Director

Responsibilities

Bookkeeping

- Responsible for monthly and year-end closing of the books - bank reconciliations, ensuring entries are booked to the correct account and class, correcting/adjusting entries, and closing journal entries in accordance with established procedures and generally accepted accounting principles
- Allocate payroll expenses
- Allocate expenses by account and class on a monthly basis
- Record receivables as directed for pledges and contracts
- Record gains/losses from investment statements on a monthly and annual basis
- Process invoices and payments and manage contracts and receivables
- Work with Registration staff to record earned revenues, Advancement staff to record contributed revenues, and Programs staff to record contract revenue
- Prepare monthly financial reports, such as monthly balance sheets, profit and loss statements with variance, expense forecasts, etc to support CFOO
- Produce monthly budget to actual reports



- Monitor the organization's use of its different bank accounts and line of credit
- Support the CFOO in participation of the annual independent audit by coordinating preparation of information requested by auditors and respond to auditor inquiries
- Other duties as assigned

Essential Qualifications

- Bachelor's Degree in Accounting or equivalent professional experience in accounting or bookkeeping
- Minimum of 5 years of professional experience in accounting and bookkeeping
- Proficiency in QuickBooks Online required
- Proficiency in using Microsoft Excel for analysis and reports
- Prior experience in non-profit work required
- Working knowledge of generally accepted accounting principles, particularly as it relates to non-profits
- Working knowledge of accrual accounting
- High attention to details
- Knowledge of payroll processing systems (e.g. ADP) helpful
- Ability to work in a hybrid remote / in person work environment
- Ability to function within a diverse, inclusive, and culturally-responsive environment
- Interest in the arts or music preferred

Compensation and Benefits

Salary - \$25 - \$30 / hour

Benefits include a non-contributory 403(b) retirement plan, paid professional development opportunities, usage of Allen Hall performance space, and discounts on music instruction at CMCB.

Application Instructions

Please send the following by email to jobs@cmcb.org addressed to Meghan Jasani, Chief Financial & Operating Officer:

- A cover letter which addresses your capabilities, experiences, and interests
- A current resume or CV
- Names and contact information for at least three (3) references from within the past 5 years, indicating your relationship with each



Incomplete applications may not be considered. **Applications will be reviewed as they are received, and this position will remain open for applications until filled.** *Please, no phone calls or walk-ins.*

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

ABOUT COMMUNITY MUSIC CENTER OF BOSTON

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. Women, BIPOC, LGBTQIA+ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.