

ECSO Bookkeeper Job Description

JOB SUMMARY

The Eastern Connecticut Symphony Orchestra is seeking a part-time (5 hours per week) Bookkeeper with a degree in accounting or comparable training and experience. Reporting to the Executive Director, the Bookkeeper will be responsible for processing and recording day-to-day ECSO financial transactions, including cash receipts, bank deposits, vendor invoices and charges (QuickBooks), and payroll (ADP). Compensation will be paid commensurate with experience. Schedule can be set by successful candidate in consultation with the Executive Director.

This is a wonderful opportunity to work with a local non-profit organization dedicated to inspiring, educating, and connecting our communities through live orchestral music.

Specific duties include:

- making and recording bank deposits and cash receipts (QuickBooks)
- making and recording payments to vendors (QuickBooks)
- payroll processing (ADP) and recording (QuickBooks)
- periodic reconciliation of banking and other balance sheet accounts
- preparation of periodic CT and IRS tax reports
- preparation of information for external financial auditors

Must be able to lift 25 lbs.

Please submit résumé to Caleb Bailey at caleb@ectsymphony.com, or mail in application materials to ECSO, c/o Caleb Bailey, 289 State St., New London, CT 06320

ECSO is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related conditions), parental status, national origin, age, physical and mental disability, marital, civil union, or domestic partnership status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.