



Job Description: Accounts Payable & Payroll Coordinator

Employer: City Springs Theatre Company

Reports To: Business Manager

Type: Part Time, 20-25 hours/week

Hourly: \$18-\$20/hour

Position Description:

Reporting to the Business Manager, the Accounts Payable & Payroll Coordinator will be responsible for managing the A/P invoice flow through the office from incoming mail, inputting invoices into A/P, selecting invoices currently due for payment, and final filing of invoices. Duties also include payroll for all employees, ensuring W-9's are obtained for all vendors, and assisting with the year-end 1099 process. This position requires a large degree of attention to detail.

Duties include:

- Process outgoing payments in compliance with accounting policies and procedures
- Accurately review, record, and process invoices
- Accurately prepare payroll including proper amounts, deductions, and benefits
- Reconcile the accounts payable ledger to ensure that all invoices and payments are properly posted
- Maintain employee and vendor files
- Address vendor inquiries
- Understand compliance issues (W-9, W-4, sales tax, etc.)
- Assist in end of year 1099 process

Required Qualifications

- Bachelor's degree in accounting, finance, or related field a plus
- Previous accounts payable and payroll experience
- Strong understanding of bookkeeping, accounts payable, and payroll principles
- Proficient with spreadsheets
- Attention to detail
- Strong time management and organizational skills
- Data entry skills

Additional Qualifications

- Committed to the mission of City Springs Theatre Company
- Self-motivated, honest, thoughtful and composed
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues
- Able to navigate through diverse and sometimes competing priorities
- Collaborative and collegial in work relationships
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For Questions:

accounts@cityspringstheatre.com

with "Accounts Payable & Payroll Coordinator" in the subject line.

PLEASE, NO PHONE CALLS.

To Apply, and to learn more about CSTC:

<https://www.cityspringstheatre.com/about/careers/>

Applications will be reviewed as they are received.