

## CHILDREN'S MUSICAL THEATER SAN JOSE (CMT)

### BOOKKEEPER

CMT San Jose seeks a detail oriented and self motivated individual to support its finance department as a bookkeeper.

Candidate should possess an understanding basic accounting practices in order to help with data entry, accounts receivable, accounts payable, and deposits. This is a part time, contract position. Approximately 10 - 15 hrs/week to start. Reports to Finance Director.

#### Job Responsibilities Include:

- Support Finance Director in managing all financial transactions at CMT
- Manage and allocate accounts receivables by recording daily deposits
- Record invoices and vendor bills
- Prepare checks for payment
- Enter credit card transactions to general ledger
- Track, record and maintain financial records for all transactions
- Assist and support internal and external audit teams

#### Qualifications

- 2+ years accounting experience
- Knowledge of basic accounting principles
- Excellent understanding and use of excel
- Knowledge of Quickbooks a plus
- Excellent interpersonal communication skills
- Ability to work in collaborative and fast paced environment

#### How to Apply:

This position will be considered part time contract work, with approximately 10 - 15 hrs/week to start. CMT is an equal opportunity employer and encourages all genders, race, and ethnicities to apply. Email cover letter and resume to [dana@cmts.org](mailto:dana@cmts.org)

#### About CMT San Jose

Now in its 55<sup>th</sup> season, Children's Musical Theater San Jose (CMT) is the longest thriving arts organization in Silicon Valley. Its mission is to train and educate today's youth through musical theater set and achieve high artistic and personal goals, and to inspire them to become exemplary artists, patrons, and citizens of tomorrow. CMT presents 11 full scale productions each season featuring performers of varying ages in 3 separate divisions. CMT continues its 55 year tradition of casting every child who auditions for its productions, regardless of financial or physical limitations. CMT is proud to offer a robust education program that serves over 8000 young people each season through Student Matinee performances, after school studio classes, and summer camp. In 2020, despite the challenges of the Pandemic, CMT raised over \$2M through a capital campaign to build its new home, the Creative Arts Center. More information, visit [www.cmts.org](http://www.cmts.org)