

The logo features a stylized musical instrument, possibly a trumpet or trombone, rendered in a vibrant rainbow gradient. It is positioned to the left of the organization's name.

Philharmonic Association Triangle Youth Music

Bookkeeper

Job Type: Part time, 8-12 hours per week, remote and flexible, \$20-\$22 per hour

Description of position: This position reports directly to the Executive Director and provides primary responsibility for general accounting, payroll and financial duties. This will include maintaining proper financial records, bill payment including credit card reconciliation, keeping donation records, fee collections, bank account reconciliations, mail duties, processing payroll and related payments, filing state income and tax payments, grant budgeting, communicating with parents regarding fees, billing and/or donations, and other duties as assigned.

Preferred Qualifications: Knowledge and experience with QuickBooks required, working knowledge of accounting techniques and procedures, strong communication and organizational skills, ability to work independently and accurately. The ideal candidate will have at least 3 years of experience in accounting/bookkeeping, as well as experience with SalesForce and/or a Bachelor's degree.

Application Process:

Please send resume and cover letter to: Executive@philharmonic-association.org by April 1, 2021. Please include "Bookkeeper Application" in the subject line. Finalists will be interviewed via Zoom.

About the Philharmonic Association:

The Philharmonic Association is a multi-level youth music education organization currently sponsoring 5 youth orchestras, 3 youth jazz bands and 3 chamber music groups.

Mission-

The mission of the Philharmonic Association is to educate the next generation in great classical and jazz music through ensemble performance, while encouraging appreciation, community participation, and support of these activities.

Vision-

The vision of the Philharmonic Association is to set the standard in our country for providing a comprehensive array of classical and jazz ensemble opportunities for young musicians, while at the same time leading our peers in growing and sustaining a culture of diversity, inclusion and accessibility in the arts.

Values-

Respect: We strive to foster a culture of respect by creating a supportive environment

where young musicians and artistic staff exhibit respect for each other and the music.

Collaboration: We value the enrichment and creativity found in partnering with other youth arts organizations.

Excellence: We encourage a pursuit of excellence by young musicians as they strive to reach their personal best.

Diversity and Inclusion: We value the benefit that diversity brings to our organization and will make every reasonable accommodation as we ensure an inclusive environment for our young musicians, staff, and audiences.

Integrity: We believe a culture of accountability will produce individuals with high integrity whose character and professionalism are admirable, and whose musical interpretation is honest and authentic.

The Philharmonic Association is an Equal Opportunity Employer and encourages applicants that come from backgrounds that reflect the vibrant diversity of our community.