



TITLE: Bookkeeper

REPORTS TO: *Artistic Director*

PAY RATE: Commensurate with experience

STATUS: Part-Time; Hourly

SCHEDULE: 5-10 hours/month

TO APPLY: Interested candidates should send their resume and cover letter to info@robertmoseskin.org. The subject line should read: **Bookkeeper: NAME**

Job purpose

Robert Moses' Kin is looking to hire a bookkeeper with an analytical mind and fantastic organizational skills. The Bookkeeper is responsible for ensuring secure and efficient processing and recording of organizational financials and important business documents.

The Bookkeeper must visit the office in San Francisco at least once per month and follow strict health guidelines set in place during COVID-19.

Duties and responsibilities

- Resolve account payable and receivable issues or queries
- Accurately perform monthly reconciliations of bank accounts, payroll, cash, check and debit card transactions
- Tally and file invoices and receipts
- Develop financial statements that include profit and loss statements, and balance sheets
- Coordinate with management and staff to prepare budgets

Qualifications

The successful applicant will work well in a multicultural environment and with a diverse constituency. They will be self-motivated and work well under pressure. They will have good judgment and ideally, a sense of humor.

- Minimum 2 years of bookkeeping experience with a non-profit organization
- Sound understanding of accounting and financial reporting principles and practices
- Highly experienced with QuickBooks and Numbers
- Strong organizational skills
- Ability to communicate well with other employees
- Understand necessity for confidentiality
- Possess a sense of humor, patience, initiative, and adaptability

Robert Moses' **Kin**

Working conditions

- This is a flexible, part-time, hourly position, based upon a 5-10 hour per month assignment. Hours may be adjusted over time to fulfill position requirements
- The Bookkeeper must be based in the San Francisco Bay Area and be willing to come into the office and follow strict health guidelines set in place during COVID-19

Physical requirements

This position does not require repetitive, physically demanding labor aside from the person being capable of operating within the physical activity range of working at a computer.

About Robert Moses' Kin

Robert Moses' Kin (RMK) was founded in 1995 as a platform for work focused on the expressiveness of the human body. Winner of numerous prestigious awards, RMK is a contemporary dance company that has achieved prominence for its provocative, content-driven choreography, collaborations and community commitment.

Robert Moses' Kin's **mission** is to produce work that speaks to what is specific and unique in human nature. The company uses movement as the medium through which race, class, culture and gender voice the existence of our greater potential and unfulfilled possibilities.