

CINEMA ST LOUIS

Job Title: Part-Time Bookkeeper (Contract)

Cinema St. Louis' (CSL) mission is to engage the St. Louis region through educational programs, cultural connectivity, and curated film exhibitions. CSL's vision is to create cinematic experiences that enrich, educate, entertain, and build community.

Position Summary

We seek a meticulous and experienced Part-Time Bookkeeper to join our team on a contract basis. The ideal candidate will manage financial transactions, ensure accuracy in accounting processes, and maintain comprehensive financial records. A Certified Public Accountant (CPA) is strongly preferred for this position.

Contract Type: Part-Time (estimated 10-20 hours per week).

- **Compensation:** Competitive hourly rate of \$25, commensurate with experience.
- **Work Environment:** Flexible work hours with the possibility of remote work.
- Reports to the Executive Director.

Success Tactic	Key Job Functions	Percent of Annual Focus
TEAM	<ol style="list-style-type: none">1. Meet frequently with the Executive Director and accounting firm to reconcile books promptly.2. Serve as a joint liaison with the Exec. Director to the Finance Committee of the Board. This includes regular Zoom meetings and, when needed, in-person meetings.3. Foster a positive and collaborative work environment that encourages creativity and excellence.4. Supervise interns and volunteers for office work as needed.	10%
PROGRAMS	<ol style="list-style-type: none">1. Assist programming staff with financial needs including but not limited to, creating invoices, cutting and printing checks, paying film fees through PayPal.2. Create detailed information to the accounting firm during reconciliation to categorize expenses.	10%
MARKETING		0%
REVENUE	<ol style="list-style-type: none">1. Maintain and update financial records, including accounts payable, accounts receivable, and general ledger entries.2. Perform regular bank and account reconciliations to ensure accuracy in financial statements.3. Prepare monthly, quarterly, and annual financial reports for management review.4. Ensure compliance with financial regulations and organizational policies.	70%

	<ol style="list-style-type: none"> 5. Assist with internal and external audits, providing necessary documentation and information. 6. Manage payroll processes and ensure timely payment to staff and contractors. 7. Prepare and file necessary tax documents in compliance with state and federal regulations. 8. Collaborate with the Executive Director on budget planning and financial operations. 9. Provide financial analysis and insights to support decision-making processes. 10. As requested, generate reports from QuickBooks Online for grant reporting, progress reporting, cash flow, and forecasting. 	
FACILITY	<ol style="list-style-type: none"> 1. Assist Theatre management in creating streamlined processes for product inventory, safe reconciliation, and shift reports. 	10%

Working Conditions:

- Located in an indoor area.
- Work is repetitious and requires attention to detail & ability to perform work continuously.
- Ability to meet deadlines, production requirements, accuracy, or similar demands.

Physical Requirements:

- The office is located upstairs in the Hi-Pointe Theatre. Should the candidate be unable to navigate stairs, the organization will make arrangements to accommodate.
- Ability to lift light material or equipment to 25 pounds.
- Use of a computer at a desk and filing work in cabinets.

Qualifications:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field.
- **Certification:** CPA strongly preferred.
- **Experience:** Minimum of 3-5 years of bookkeeping experience, preferably in a non-profit or arts-related organization.
- **Skills:**
 - Proficiency in QuickBooks Online.
 - Strong understanding of GAAP.
 - Excellent attention to detail and organizational skills.
 - Strong analytical and problem-solving abilities.
 - Effective communication skills, both written and verbal.
 - Ability to work independently and manage multiple tasks.

Cinema St. Louis (CSL) and the Hi-Pointe Theatre is an equal-opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. Every employee has the right to work in an environment free from unlawful discrimination, as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, CSL provides all employees and applicants equal opportunity in all aspects of the employment relationship.