



BOOKKEEPER

Company XIV | Théâtre XIV | Cocktail Magique Theatre
Job Listing

Part time: approx 2 - 6 hours per week

Compensation: \$30/hr

Start: ASAP

SUMMARY

Company XIV seeks a meticulous bookkeeper to categorize transactions and to reconcile accounts for two venue operators with nearly identical charts of accounts. The ideal candidate is facile in Quickbooks Online and Google Sheets and has demonstrable commitment to efficient, thorough coding.

ABOUT COMPANY XIV

Company XIV fuses burlesque, circus, opera, dance, theater and decadent design to create one-of-a-kind theatrical experiences inspired by the court culture which flourished under the reign of Louis XIV. Founded by Artistic Director Austin McCormick in 2006, the company produces 360-degree immersive productions at Théâtre XIV. XIV's commitment to pushing boundaries is unparalleled, creating immersive and genre-defying Baroque Burlesque productions including *Queen of Hearts*, *Cinderella*, *Nutcracker Rouge* and *Seven Sins*.

Company XIV operates two venues in Bushwick, Brooklyn, Théâtre XIV and Cocktail Magique Theatre, where service is an extension of performance in highly choreographed patron experiences. Both offer food and beverage programs for patrons including themed cocktails, champagne, beverages and a selection of treats. Additional cocktail and food pairings are served to VIP patrons.

Company XIV celebrates human diversity and encourages all qualified candidates to apply, including LGBTQIA+, people of color, immigrants and people with disabilities.

RESPONSIBILITIES

- Attend virtual bookkeeping meeting every other week
- Weekly rituals
 - Categorize expenses
 - Maintain bank feed rules and add rule-based transactions to the register

- Maintain recurring expense transactions and add bank feed transactions to the register by matching them to recurring transactions
 - Categorize contractor payments and reimbursements in Quickbooks
 - Maintain payroll expense mappings and recategorize general payroll expenses
- Categorize income
 - Maintain recurring revenue transactions and add bank feed transactions to the register by matching them to recurring transactions
 - Record partner receivables and fees
 - Pull cash sales report from POS and enter cash sales into Quickbooks
- Monthly rituals
 - Receivables
 - Send aging report to ticket sale partners
 - Reconcile credit card processor accounts
 - Expenses
 - Maintain log of active credit cards and credit card holders
 - Create credit card expense reports and send them to employees. Send reminders to employees until all expenses are coded.
 - Reconcile and replenish Petty Cash.
 - Enter Cost of Goods Sold in Quickbooks
 - Reconcile Tips Payable
 - Reconcile checking, savings, and credit card accounts
 - Check for and fill in and missing account categorizations and classes
 - Categorize fixed asset expenses
 - Flag contractor expenses. Periodically collect W9s when needed.
 - Update operations revenue and expense reports
- Annual rituals
 - Create and send 1099s via Gusto and Quickbooks

QUALIFICATIONS

- Working knowledge of standard bookkeeping practices, including transaction categorization and account reconciliation
- Basic knowledge of theater production and venue operations
- Experience categorizing transactions and reconciling accounts
- 2+ years experience with Quickbooks Online with moderate to advanced knowledge of bank rules, recurring transactions, journal entries, P&L reports, etc.
- 2+ years experience with Google Sheets and Microsoft Excel
- Experience working with a live entertainment venue a plus
- Experience with Gmail a plus
- Experience with Google Slides a plus
- Experience with Gusto a plus
- Experience with Square a plus

SCHEDULE

Flexible schedule. The Bookkeeper is expected to work about 2-6 hours per week, depending on the needs, with special consideration for monthly and end of year reconciliations. Most work can be done remotely. Some monthly responsibilities, like petty cash reconciliation, require periodic presence on site.

APPLY

To apply, please send a brief cover letter and PDF resume to jobs@companyxiv.com with "BOOKKEEPER" as the subject.