

SANTA FE PLAYHOUSE

YOUR LOCAL THEATER SINCE 1922 * 142 E. DE VARGAS STREET, SANTA FE, NM 87501

Bookkeeper

Department	Finance	Hiring Range	\$20 - \$25/hour
Supervisor	Executive Director	FLSA Status	PT, Non-Exempt
Revised	January 20, 2023	Location	Santa Fe, NM

The Santa Fe Playhouse is seeking a part time Bookkeeper to provide administrative support to the Santa Fe Playhouse Management Staff. This position assists with weekly finance operations including Accounts Payable, Accounts Receivable, donor database maintenance, correspondence with accountant consulting team, and maintenance of the paper and digital files.

This position has flexible weekly hours with an estimated 10 hours per week.

LAND ACKNOWLEDGEMENT

We acknowledge that the place we now call Santa Fe is still recognized as Oga Po'geh, meaning White Shell Water Place. Thousands of years ago, it was a center for the communities of Northern and Southern Tewa (often identified as Tanos). The living memory and stories told by the people of Taytsúgeh Oweengeh (Tesuque Pueblo) hold profound meaning to this day.

ABOUT US

Santa Fe Playhouse is a one-hundred year old startup. Founded in 1922 by Mary Austin and operating as a community theater for much of its life the company has been transitioning to a professional theater in the last eight years. The work of the Santa Fe Playhouse is the development, production, and presentation of exceptional live performances for residents and visitors of Santa Fe. With three types of programs; 1) Live performances on the historic main-stage, from original productions of classic, experimental, and new works, to guest artist presentations; 2) Educational opportunities, which develop theater skills and deepen appreciation of the craft of theater, and; 3) New work development, which results in new plays by local writers, from 10 min plays to full length dramas. Santa Fe Playhouse is cultivating a more vibrant live arts scene in Santa Fe while providing education, job opportunities, and career pathways for residents.

MISSION

As a cornerstone in its theatrical and artistic communities, Santa Fe Playhouse connects the artist with the audience. Through these interactions, the Playhouse engages in dialogue to examine, uplift, challenge, and heal through the visceral art of performance and storytelling.

VISION

To make great theater. Santa Fe Playhouse's professional standards and celebration of local diverse cultures will act as a catalyst, broadening our national recognition as a live arts destination.

Specific Position Functions:

Key Duties and Responsibilities <ul style="list-style-type: none">● Performs bookkeeping duties including staff and contractor payroll and A/P.● Maintains the finance email address answering questions from contractors and vendors in a timely manner.● Prepares weekly bank deposits.● Maintains digital and paper filing systems.● Code monthly transactions in collaboration with Executive Director and Accounting Team.● Track compliance or Grant expenditures and support final reports for Grants.● Sends periodic reports to Executive Director and board Treasurer.● To record Pledges and reports on when pledges are due.● Keeps confidential all financial contributions.● Additional duties as assigned.	40%
---	-----

Qualifications/Skills:

Experience:

- Bookkeeping or accounting degree preferred, with a minimum of two years experience.
- High level of interpersonal and communication skills to handle sensitive and confidential situations
- Desire to work in a non-profit community based organization.
- Must pass a criminal background check.
- Experience managing books for a non-profit with Federal, State, local and private foundation support.
- Excellent computer skills and attention to detail.
- Collaborative spirit and ability to embrace flexibility
- Commitment to accuracy and quality with a demonstrated ability to manage sensitive information
- Valid driver’s license and a clean driving record. Must be willing and able to drive to bank from time to time.

Essential Knowledge, Skills, and Abilities:

- Ability to prioritize and handle multiple competing tasks and demands
- Knowledge of Microsoft Office and Google Suite
- Excellent written and oral communication skills;
- knowledge of performing arts procedures and practices
- Ability to maintain a positive attitude under pressure;
- Willingness and ability to make decisions in a fast-paced environment as and when needed in line with the priorities of the organization;
- Sense of humor
- Commitment to transparency and inclusivity
- A typical work schedule is one day a week onsite.

Other Skills or Qualities

The ideal candidate will want to be a part of a vital institution and possesses the leadership skills to represent the institution both internally and externally: experience interacting with artistic personnel; exceptional communication, written and verbal; excellent negotiating skills; experience in developing project budgets; highly organized with effective time-management skills.

Benefits:

Health Insurance support package (Full time Employees) Continuing education opportunities. Paid Time Off Flexible work schedules and work location.	TICKETS Complimentary tickets to SFP productions Discounted tickets to hosted productions CLASSES Discounts to Playhouse Studio classes
--	---

Working Conditions:

- Normal Office environment.
- Extended viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Extended work on your feet.
- Santa Fe Playhouse is located in historic downtown Santa Fe and is air-conditioned, in a wheelchair accessible building, and in close proximity to public transportation.

Equity and Inclusion:

Santa Fe Playhouse strives to be an anti-racist, fully accessible, multicultural theater that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.

- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion.

COVID Vaccination Policy:

- As a condition of employment, Santa Fe Playhouse will require all who report to work on site (either at The Santa Fe Playhouse or any other workspace or performing location) to receive the COVID-19 vaccine.

TO BE CONSIDERED

1. Submit a resume detailing related experience and education
2. Attached a cover letter that outlines how your related experience and education qualifies you for the position. You can address this letter to Colin Hovde and send to submissions@santafeplayhouse.org.
3. Include a writing sample (if relevant to the position)
4. Applications are reviewed on a rolling basis and the position is open until filled.

For the safety of our guests and staff the Santa Fe Playhouse requires all staff to be fully vaccinated against COVID-19. Documentation of current vaccination will be required if an offer of employment is made.

Equal Opportunity Employer including disabled and veterans.

Individuals seeking employment with our organization are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.

Compensation Transparency:

Santa Fe Playhouse recognizes that conversations about salary can be difficult and often lack transparency. In our commitment to working with top-tier talent we strive to provide pay and benefits that meet the market standards by leveling with industry peers to determine the pay range for each position. Where a given employee falls in that range is determined by experience and skill set. Santa Fe Playhouse works to administer a compensation and benefits program in a manner that is transparent, consistent, and equitable across the company.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Santa Fe Playhouse employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.