



Part-time Bookkeeper

Department: Business Office

Reports To: Staff Accountant

Employment Type: Part-time, approx. 20-25 hours per week over 5 days, Non-Exempt

Location: Hybrid/Remote

Salary Range: \$24.04-\$28.85/hour

Posting Date: November 20, 2025

About The Zeiterion

The Zeiterion (The Z) is a nonprofit organization with a mission to steward our historic theater as a gathering place for performing arts experiences where learning, connection, and creative expression thrive. Our work is guided by five core values: **Imagination, Connection, Equity, Transparency, and Discovery**. These values inform how we deliver on our mission and how we work together every day.

We are committed to cultivating a workplace where all individuals feel respected, valued, and encouraged to contribute. As a team member, you'll be part of a culture that supports creativity, collaboration, continuous learning, and inclusion. Learn more here: <https://www.zeiterion.org>

Position Summary

The Part-time Bookkeeper position will be responsible for Accounts Payable, Accounts Receivable & Billing. This role plays a key part in advancing our mission and contributes to a supportive, inclusive, and imaginative work environment. The ideal candidate is highly organized, detail-oriented, and thrives in a collaborative, fast-paced performing arts environment.

Key Responsibilities

- Accounts Payable - Collecting bills via e-mail and regular mail. Properly coding to budgeted expenses lines, collects w9's and ensures all approvals are received before processing payments. Printing and distributing checks.
- Accounts Receivable –Handle multiple funding sources and work closely with various department to identify that payments are properly entered into the system. Check bank daily to ensure the deposit in the bank matches what is entered into the system.
- Billing - Prepare invoices for multiple departments as requested. Review AR reports monthly and follow up on unpaid bills.
- Other – Reconcile bank statements monthly. Duties may include electronic or in person bank deposits, post office runs and assist finance department in various administrative duties.

Qualifications

Required:

- QuickBooks Experience
- Experience in Accounts payable and Accounts Receivable
- Excel and other MS Office
- The ability to multi-task and adapt to a fast-paced office environment
- Ability to work independently as well as work in a team environment
- Problem solving

Preferred:

- Nonprofit bookkeeping/accounting experience
- An ideal candidate will be familiar working in a professional financial environment and is discrete with sensitive information and knows that sometimes urgency takes over routine.
- In addition to English, multilingual Spanish, Portuguese, Kriolu (Cape Verdean Creole), Haitian Creole, or K'iche.

What We're Looking For

In addition to relevant experience, we're looking for a colleague who:

- Brings a spirit of **curiosity, creativity, and openness**
- Communicates with **clarity, honesty, and care**
- Thrives in a collaborative, **relationship-centered team**
- Shares our commitment to **equity, inclusion, and anti-racism**
- Is excited to **learn, grow, and imagine new ways forward**

Our Workplace Culture

As part of your onboarding, you'll be welcomed into a culture that reflects our values:

- **Imagination** – We encourage creative problem-solving and fresh ideas from every level of the organization.
- **Connection** – We work with empathy and respect, building strong relationships across teams.
- **Equity** – We actively address inequities in our systems and strive for inclusive representation in all we do.
- **Transparency** – We communicate openly, share information proactively, and make decisions with integrity.
- **Discovery** – We support risk-taking and learning from mistakes as essential parts of growth.

We create a workplace where you can bring your full self, feel supported, and know your contributions matter.

Equal Opportunity

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Zeiterion is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

To Apply

Submit your resume to ap@zeiterion.org with the job title in your subject line. Applications will be accepted on a rolling basis with priority to those submitted by Friday, December 5, 2025.

We deeply value working with individuals from a rich mix of backgrounds, experiences, and perspectives. We believe this diversity strengthens our institution and enriches our community. While we've outlined the qualifications and experience that we think will help someone thrive in this role, we also recognize that talent comes in many forms. If your background doesn't perfectly align with every requirement, we still encourage you to apply — your unique perspective might be exactly what we need.

Compensation & Benefits

- Salary: : \$24.04-\$28.85/hour
- Schedule flexibility, remote work flexibility with some in office hours.