

Wednesday, March 19, 2014

Abraham.In.Motion Seeks a Part-Time Bookkeeper

Company: Abraham.In.Motion

Location: Brooklyn, NY

Compensation: Dependent upon experience

► [Share](#) | [Print](#) | [Download](#)

Bessie award-winning choreographer and recipient of the 2013 MacArthur "Genius" Fellowship, Kyle Abraham/Abraham.In.Motion, seeks a Part-Time Bookkeeper to aid in the establishment and maintenance of a bookkeeping system.

An ideal candidate would have the following qualifications:

Minimum 3-5 years prior bookkeeping/accounting experience; degree in accounting or finance is a plus

Proficiency using Quickbooks and Excel

Exceptional organizational and communication skills

Problem-solver with the ability to multi-task

Excellent time management skills and the ability to meet deadlines

Be independently motivated.

Knowledge of and interest in dance and the arts is recommended.

Responsibilities include, but are not limited to:

Creation of Quickbooks chart of accounts

Payroll processing

Invoicing

Generation of monthly income and expense reports

Monthly reconciliation

Cash flow projection reports

Establishment of monthly and yearly budgets.

Hours initially will depend on the amount of time needed to set up Quickbooks and enter initial data. After its creation, we anticipate that the position will require approximately 5-10 hours per month to maintain the system and generate monthly reports. A monthly stipend or hourly fee will be paid.

Please submit your resume and letter of interest to Executive Director JJ Lind at jj@abrahaminmotion.org.

To learn more about A.I.M., please visit our website: abrahaminmotion.org

Abraham.In.Motion

Brooklyn, NY

<http://abrahaminmotion.org/>

For more information:

JJ Lind

jj@abrahaminmotion.org

[< back](#)

[previous listing](#) • [next listing](#)