

Friday, June 2, 2023

Eryc Taylor Dance Seeks Bookkeeper

Company: Eryc Taylor Dance

Location: New York, NY

Compensation: \$250-\$300 per month

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Who we are looking for:

Eryc Taylor Dance is seeking a Bookkeeper. In this role, you would be responsible for classifying and maintaining ETDs financial transactions such as purchases, expenses, revenue, invoices, reimbursements, loans, grants, and payments.

Job Purpose: The ideal candidate is detail-oriented, with accounting, payroll, and financial experience working with various organizations. We're looking for a team player who is consistent, accurate, and efficient. This individual should be able to adapt to the changing nature of our business. We seek a self-motivated individual passionate about supporting the organization's mission.

Job Responsibilities:

Constantly review and fact-check accounting records for accuracy, notifying senior staff of any accounting errors or potential ones.

Track invoices and payments, creating a systemic way of classifying all transaction details.

Maintain a system for organizing company documents.

Minimize payroll and accounting errors.

Have baseline knowledge of accounting.

Understand how to use accounting software systems such as Quickbooks.

Responsible for maintaining and processing accurate records and timely processing and classifying of payroll data in accordance with state and federal requirements

Sets up and maintains all files necessary to support the orderly processing of payrolls

Responsible for maintenance of all payroll and financial records as well as putting together financial reports

Know payroll and financial software or possess the ability to learn them quickly and efficiently.

Maintain a complete and systematic set of records of all financial transactions of the individual Program funds.

Provide the highest level of confidentiality when handling and/or reviewing private information such as; social security numbers, banking account information, W-9 information, etc.

Act as the main point of contact for payroll and financially-related inquiries, including but not limited to documents and their interpretation, maintenance, and record-keeping

Skills and Experience:

3-5 + years of bookkeeping experience, experience in the non-profit field is a plus.

Understand payroll practices and policies and be familiar with employee garnishments, federal and state tax levies, etc.

Demonstrate analytical thinking and problem-solving capabilities.

Exceptional organization, accuracy, and attention to detail

Ability to use MS Office, Quickbooks, and Google Suite and have a great command of technology

Analytical, communications, and organizational skills

Self-starter able to prioritize and handle various tasks simultaneously.

Ability to adapt to changing priorities and unexpected situations.

Proficiency required in reading, writing, and mathematics

Qualifications:

Bookkeeping: 3 years (Required)

Work authorization (Required)

Bachelor's (Preferred)

Accounting: 2 years (Preferred)

About Eryc Taylor Dance:

Eryc Taylor Dance (est. 2006) is a New York City-based not-for-profit organization with a mission to advance appreciation of movement through creating and presenting original performances, conducting master classes, and curating movement-based community outreach workshops.

Job Type: Part-time

Schedule: Day Shift

Eryc Taylor Dance
450 W 42nd St
New York, NY, 10036
<https://www.etd.nyc>

For more information:
Liviya England
outreach@etd.nyc

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