

Monday, July 7, 2025

## Bookkeeper — Leela New York (Indian Classical Dance Organization)

Company: Leela New York

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Compensation: Hourly: \$35–\$60/hour; Estimated 5–10 hours per month

Leela New York, a fiscally sponsored program of the New York Foundation for the Arts led by kathak dance artist [Rachna Nivas](#), is seeking a part-time Bookkeeper to support its hybrid financial structure (fiscally sponsored contributed income and artist-led earned income).

This position is ideal for someone experienced, detail-oriented, and comfortable working independently. Responsibilities include maintaining QuickBooks records, reconciling accounts, preparing financial reports, tracking income and expenses across programs, and managing contractor payment records (W-9s and 1099s).

### Key Responsibilities

- Maintain and update records in QuickBooks (or similar system)
- Reconcile monthly bank statements for both the fiscally sponsored account and the artist's earned income account
- Prepare monthly or quarterly financial reports for internal review
- Track income and expenses clearly between contributed (NYFA) and earned income streams
- Assist with categorization for tax filings (Schedule C and any grant-related reports)
- Generate simple year-end financial summaries for tax preparer and Artistic Director
- Support compliance documentation needed by the fiscal sponsor (NYFA)
- Manage all contractor payment records: Collect and file W-9 forms, Track total annual payments to contractors, Prepare and issue 1099 forms as required
- Coordinate with administrative support team for gathering receipts and documentation as needed

### Qualifications

- Proven bookkeeping experience, preferably in the arts or nonprofit sector
- Proficiency in QuickBooks or similar accounting software
- Strong attention to detail and organizational skills
- Ability to work independently and communicate clearly
- Understanding of hybrid structures (fiscal sponsorship + personal earned income) a plus

### Location

This position can be fully remote. Occasional virtual check-ins and clear, timely communication are required.

### Interested candidates:

Please send a letter of interest and cv/resume to [rachna@leela.dance](mailto:rachna@leela.dance)

### More about Leela New York

Leela New York is the NYC training center of Leela Dance Collective, a kathak dance company (North Indian classical dance). Leela NY is a fiscally sponsored program of the New York Foundation for the Arts (NYFA), led by renowned choreographer and kathak artist Rachna Nivas. Leela NY advances the powerful living tradition of Indian classical dance in New York City through rigorous training, transformative performance experiences, and community-centered cultural programming. Its mission is to preserve and evolve kathak as a vital art form while fostering cultural equity, social connection, and a sense of belonging for the South Asian community and beyond. Supported by the New York State Council on the Arts (NYSCA), Harkness Foundation for Dance, and a dedicated community of students and audiences, Leela NY serves as a dynamic platform for cultural expression, artistic excellence, and cross-cultural dialogue.

Leela New York

For more information:

Rachna Nivas

[rachna@leela.dance](mailto:rachna@leela.dance)

[< back](#)

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