



OAKLAND
INTERFAITH
GOSPEL CHOIR

Position Description: **Bookkeeper**

ABOUT OIGC:

The Oakland Interfaith Gospel Choir (OIGC), a nonprofit 501(c)(3) arts organization, was born out of a gospel music workshop led by the exuberant Terrance Kelly at Living Jazz's Jazz Camp West in 1986. OIGC became an independent nonprofit organization in 1991. Since then, the award-winning choir's exquisite harmonies and stirring gospel repertoire have led to performances with a wide variety of esteemed groups, such as the *Five Blind Boys of Alabama*, and the *Duke Ellington Orchestra*. The Choir also appears on Grammy-winning albums by Linda Ronstadt, MC Hammer, Tramaine Hawkins, and others. In 2022, OIGC acquired the Oakland Youth Chorus. Now boasting a total of eight choirs under our administrative umbrella, OIGC has become a force for creating positive community through music for people of all ages. Our staff team is supported by dedicated volunteers and a board of directors committed to good governance. Visit www.oigc.org for more information.

POSITION SUMMARY:

OIGC is seeking an experienced and detail-oriented Bookkeeper to track and reconcile data and monitor the finances of our growing nonprofit arts organization. On a routine basis, this person will accurately record all financial transactions into the correct general ledger and verify that they are accurate. They will also be responsible for bill payments, accounts receivables support, maintaining all financial records, completing required tax forms, reconciling payroll, and generating regular reports for management. Our ideal candidate has worked as a professional Bookkeeper for at least five years and has experience managing large bank accounts. The selected applicant will have a minimum of 5 years' experience reconciling data and running monthly standard reports in QB desktop, and we prefer candidates with experience customizing financial reports to align with management needs.

SYSTEMS:

OIGC office utilizes Microsoft software; this role will rely heavily on technology systems including OneDrive, SharePoint, Outlook, and related software. Experience working with the following systems will enable the selected candidate to succeed:

- QuickBooks desktop – 5 years' experience required
- Bill.com, or similar online payments systems
- Microsoft suite of applications including Excel, Word, SharePoint, Outlook, OneDrive
- VPN network experience

DUTIES AND RESPONSIBILITIES:

- Review financial transactions for accuracy
- Input transactions into the correct ledger
- Reconcile payroll, bank, and other accounts
- Pay vendors/invoices as they come due
- Verify and support collection of payables/invoices
- Produce periodic financial reports according to management needs
- Complete required tax/insurance forms
- Make deposits, and record receipts
- Manage the office petty cash fund

REQUIREMENTS AND QUALIFICATIONS:

- High school diploma or equivalent; education in business administration, accounting, or relevant field preferred
- Knowledge of standard General Accounting Practices
- 5+ years of bookkeeping experience, especially QuickBooks
- 3 years' nonprofit experience required. Performing Arts industry experience preferred. Budgets in excess of \$1M preferred.
- Proficient with online technology systems and Microsoft Office
- Strong communication and math skills
- Knowledge of payroll and bookkeeping principles
- Collaborative mentality
- Ability to work independently and as part of a team

ANTICIPATED TIME COMMITMENT: 20-25 hours per week, preferably Monday/Wednesday/Friday. Hours can be flexible. Priority will be given to candidates who can work at least some of their hours at our offices in Preservation Park, Oakland.

COMPENSATION: \$40-50/hr DOE

REPORTING RELATIONSHIP: This position will report to the Executive Director and serves at the pleasure of the Board of Directors.

TO APPLY: If you feel you are an excellent candidate, please send a cover letter and your resume to maren@oigc.org.