

Bookkeeper/Administrative Assistant to Managing Director**Date of Posting: 11/5/09**

The Bayview Opera House is located in the heart of San Francisco's Bayview District and is a local art center, offering programming for youth and adults. The Opera House also hosts a number of community meetings, such as outreach by the SF Redevelopment Agency, the Planning Commission and local developers. With the development of the Hunter's Point Shipyard starting up, the Bayview Opera House strives to become the major link to the arts activities at the shipyard for the Bayview Hunters Point Community.

Applicants for this position must be qualified candidates for employment under the JOBS NOW program. The program requirements are:

- Must be the parent of a minor child
- Be a resident of San Francisco
- Must have earned less than 200% the Federal Poverty Level in the last 30 days

Interested candidates should call 1-877-JOB1NOW (1-877-562-1669) or email JobsNow@sfgov.org. Candidates must be on the program's approved jobseeker list prior to being offered employment.

To apply for this job, please send a cover letter and resume to jobs@bvoh.org. Please no phone calls regarding this job. If we are interested in your application we will contact you.

Position: Bookkeeper/Administrative Assistant to the Managing Director

Hours: 30-40 hours/week, occasional evening hours will be required.

Salary: commensurate with experience

We are looking for an experienced bookkeeper to join our small (but growing) team. Additional responsibilities include filing, data entry, office organization, writing letters, proofreading, answering the phone, processing mail and interacting with the public coming to the facility.

Duties and Responsibilities

- A/R and A/P; write checks; invoice/billing verification; account reconciliation
- Create financial reports for funders and Board of Directors
- Data entry
- Write emails, letters and reports
- Answer phone and direct callers to appropriate person
- Handle incoming and outgoing mail.
- Manage office and cleaning supply inventory
- Administrative duties as requested; maintain filing systems, scan, copy, fax, call, etc.
- Help out with any other tasks as requested

Required Skills / Experience

- Bachelors or Associates Degree in Accounting, Business, or related field
- 2+ years of bookkeeping experience and at least 1 year administrative experience
- Familiar with QuickBooks or similar accounting programs. High comfort level with Excel and Word
- Ability to work independently, set priorities, and complete work accurately and on time
- Must be detail oriented, highly motivated with ability to follow through with multiple tasks simultaneously
- Typing 60+ wpm. Solid writing, spelling, email skills required

Compensation: Based on experience and qualification

Location: 4705 Third Street, San Francisco, CA 94124

The Bayview Opera House is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age.