



# omahacommunityplayhouse

## **Accounting Assistant**

Job Title: Accounting Assistant  
Department: Finance  
  
Reports To: Director of Finance and HR  
Non-exempt salaried

### Scope of Responsibilities

The primary role of this position is to assist the Finance Department in accounting and administrative functions.

### Performance Responsibilities:

- Prepares daily remote deposits
- Inputs invoices into the accounting system
- Inputs manual checks into the accounting system
- Obtains signatures on checks; Prepares checks for mailing
- Train as backup for check processing
- Train as backup for entering cash receipts
- Process all contracts including payments, state reporting and other related responsibilities
- Manages OCP credit card charges, receipts and payments
- Files payables
- Files prior year records; Prepares folders for the next fiscal year
- Assist with input of journal entries
- Complete monthly bank reconciliations
- Process and track background checks
- Create and track security cards
- Other duties as assigned

### Minimum Qualifications:

- Experience working with Outlook and Microsoft Office, including Excel and Word
- Experience with Accounts Payable
- Ability to work independently and as part of a team
- Strong communication and organizational skills
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging
- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship and community

Desired Qualifications:

- Associates Degree in accounting or related business field
- Experience with Sage accounting software
- Experience in nonprofit organizations
- Must be able to work well in a culturally diverse agency, with regard to both customers and employees.

Salary Range:

\$15 to \$22 per hour