



1401 E. Woodlawn Street Allentown, PA 18109
610-351-2882 info@centerstagelighting.net

Job Title:	Book Keeper	Job Category:	Financial
Location:	CSLR Office	Travel Required:	None
Level/Salary Range:	Commensurate	Position Type:	PT
HR Contact:	Paul	Date Posted:	
Applications Accepted By:			
FAX OR EMAIL: 610-351-2969 Info@centerstagelighting.net		MAIL: Center Stage Lighting & Rigging, Inc. 1401 E. Woodlawn Street Allentown, PA 18109	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Center Stage Lighting & Rigging, Inc. is seeking a part time book keeper for our growing entertainment sales, rental, and production operations. This position may become full time in the future. The candidate must have direct experience and he/she will:</p> <ol style="list-style-type: none"> 1. Manage payroll; 2. Manage payables, receivables, and collections; 3. Answer phones and take messages as needed; 4. Assist walk in customers, when required; 5. Prepare taxes and forms for accountant; 6. Oversee cash flow; 7. Deal with employee and human resources regulations, including Workman's Comp; 8. Manage assets as related to insurance carrier and accountant; 9. Manage vendor applications; 10. Create internal reports and communicate regularly with president and other managers; 11. Other responsibilities as assigned by management. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>3-5 years experience book keeping at a for-profit business, or relevant job experience. High school diploma (Degree in accounting, finance, or business preferred) Ability to work independently as well as with other stakeholders.</p> <p>PREFERRED SKILLS</p> <p>Experience with Quickbooks Experience with MS Office Suite Experience with tax preparation for small business Experience and knowledge of entertainment products preferred</p> <p>ADDITIONAL NOTES</p> <p>Please submit your resume, cover letter, and hourly wage requirements.</p>			