

THE NEW YORK POPS

A DIFFERENT KIND OF ORCHESTRA

TITLE: Bookkeeper / Office Manager
REPORTS TO: General Manager

POSITION OVERVIEW:

We're seeking a highly detailed part-time Bookkeeper / Office Manager to manage the daily responsibilities of office management and handle basic accounting functions to support the organization's finance and operations. Ideal applicants will be highly organized, reliable, and comfortable on a fast-paced team.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain accurate and up-to-date financial records in Quickbooks Online, including accounts payable, accounts receivable, payroll, and general ledger. Ensure that data is accurate and entered in a timely manner. Participate in the continuous improvement and efficiency of office systems and operational procedures.
- Prepare and code invoices and reimbursements for Executive Director approval in Ramp; coordinate with vendors to collect and maintain tax documents and payment details in Ramp. Collect and collate credit card and petty cash receipts and code expenses for General Manager approval.
- Maintain workpapers for Prepaid Expenses, Unearned Revenue, and other Asset and Liability accounts and make journal entries with direction from General Manager and external accounting partner. Support monthly financial reporting and reconciliation.
- Assist General Manager and external accounting partner with annual preparation of 1099s, financial audit and 990, and budget import processes.
- Schedule finance meetings as requested by General Manager. Maintain pertinent files and correspondence related to administration and finance in cloud file storage Sharepoint.
- Act as the primary contact for IT, building management, phone systems, and office-related service providers and ensure timely renewals of service agreements. Coordinate proper IT hardware and software maintenance with IT consultant, including printers, new devices, and other equipment needs that may arise.
- Evaluates office procedures and processes and revises to improve efficiency of workflow in partnership with the General Manager.
- Onboard new employees with general office setup and general administrative processes.

- Manage Zoom phone lines and extensions; ensure telephone coverage during assigned office hours, direct calls, and keep general office line voicemail system up to date.
- Maintain and replenish office and kitchen supplies; keep inventory and archival materials neatly organized and stored. Ensure the office space is always kept neat and clean. Troubleshoot office equipment or facility issues with building management or external vendors as required.

QUALIFICATIONS:

- 2-3 years of office management and bookkeeping experience; nonprofit experience preferred.
- Familiarity with Generally Accepted Accounting Principles (GAAP)
- Proficiency with QuickBooks Online and Microsoft Office 365 required. Experience with donor databases (PatronManager, Salesforce), bill pay (Ramp) and payroll platforms (Paylocity) a plus.
- Tech savvy
- Very strong attention to detail, accurate data entry, and discretion with confidential information.
- Ability to multitask, prioritize, and work independently with minimal supervision.
- Strong organizational and communication skills.
- Associate degree or bookkeeping certification a plus but not required.
- This role is ideal for an early-career professional or an experienced professional seeking meaningful part-time work.

WORKING CONDITIONS & BENEFITS:

Location: New York City — Hybrid

Hours: 2-3 days/week. Office hours are 10:00 AM – 6:00 PM (set schedule to be mutually agreed).

Compensation: \$25.00–30.00 per hour

Preferred Start Date: Week of June 15

Small, mission-driven team and opportunity for meaningful impact.

TO APPLY:

Send resume and brief cover letter in a single PDF to jobs@nypops.org with subject line “Bookkeeper / Office Manager”. Applications will be reviewed on a rolling basis.

Studies show that women, people of color, and individuals from other underrepresented communities are less likely to apply for jobs unless they meet 100% of the criteria. We know that the best candidates may not always meet every requirement, and we strongly encourage you to apply if you're excited about this role, the mission of the organization, and believe you bring relevant experience or perspective.

The New York Pops is an Equal Opportunity Employer. The New York Pops actively strives to achieve greater diversity amongst our Board of Directors, staff, and orchestra. We are committed to an inclusive workspace, and we strongly encourage applications from BIPOC, AAPI, LGBTQ+ who are excited about contributing to our mission.