



## **2021 Seasonal Employment**

### **Accounting Assistant**

Cape Cod Melody Tent (Hyannis, MA)  
South Shore Music Circus (Cohasset, MA)

We are looking for an organized and efficient team player to join us for the 2021 season. Looking for applicants with accounting or bookkeeping experience. SAGE/Peachtree, Microsoft Office and Excel experience is preferred.

This part-time position (20-25 hrs./wk.) is located in Cohasset. To qualify for this position, you must be willing to commit to working the whole season from June through mid-October, weekdays only, under the direction of the Controller. Responsibilities include but are not limited to the following.

- Accounts Payable – Review vendor invoices, obtain necessary approvals, job coding and data entry
- Credit Card – Transaction review and entry
- Weekly vendor check runs
- Deposits – Process checks received and enter in SAGE
- Assist with individual show settlement sheets and spreadsheet entry
- General office filing & organization
- Excellent customer service and communication skills required
- Friendly and energetic demeanor, with the ability to stay calm and move quickly during busy times.
- Strong work ethic, with a can-do attitude; desire to work as part of a team; flexible and capable of multi-tasking under pressure.
- Attention to detail is critical and a Must.
- Humor and a happy, positive attitude earn you extra credit!

To Apply: please fill out the application on our web site:

<http://www.themusiccircus.org/contact/employment-opportunities/>