



Accountant

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

For over 70 years, the South Shore Music Circus and Cape Cod Melody Tent have been presenting world class live music and comedy. We are now looking for an experienced, organized and efficient team player to assist our Controller and add support to the whole organization. Looking for applicants with accounting or bookkeeping experience; SAGE/Peachtree preferred, Microsoft Office and Excel experience is required.

Currently this is a part-time position (approximately 25-30 hrs./wk.) and is located in Cohasset. This will then shift to a full-time position (35 hrs./wk.) from May to October. To qualify for this position, you must be willing to commit to working the whole season from June through 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
- Weekly vendor check runs – from creating through mailing and filing
- Credit Card – Transaction review, obtain necessary approvals, job coding and data entry
- Assist with implementation of new Purchase Order system as required
- Deposits – Process checks received and enter in SAGE
- Review and reconcile Concessions spreadsheets and register tapes for every show at both venues and enter the necessary accounting entries in SAGE
- Review and reconcile Merchandise details for shows at both venues as needed
- Assist with individual show settlement sheets and spreadsheet entry
- Assist with weekly staff scheduling and hourly payroll review
- General office filing & organization

Characteristics for Success:

- 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 send a cover letter and resume to Katie Walsh, Controller, kwash@themusiccircus.org

Please note that due to the nature of our business, all staff are required to be fully vaccinated.