

Organization: Klein Memorial Auditorium Foundation, Inc

Job Title: Part-time administrative assistant/bookkeeper

The Klein is a regional performing arts center that has presented a wide variety of entertainment and cultural events since its opening in 1940.

Those interested should submit a resume and two professional references to: info@theklein.org

Position Description: The Klein, Bridgeport's 1,447-seat performing arts center serving the greater Bridgeport region, is looking to hire a part-time administrative assistant/bookkeeper who will work directly with the executive director and will also handle special projects with the staff members in development, box office, marketing and production operations.

Job Requirements:

- Bachelor's degree and minimum 4 years of experience in a related field
- Must be competent with Excel, Word, Power Point. Experience with QuickBooks and Donor Perfect is a plus
- Strong organizational skills and ability to multi-task on several projects at once. Must demonstrate understanding of the challenges of small businesses, particularly those in the non-profit sector
- Prior experience of working at a non-profit organization is preferred but not required
- The job entails tracking and maintaining accurate and timely reports on revenues, expenses, invoices, payroll schedules and events.

Salary is \$18/hour